

---

Facilities Information Management System (FIMS)

# Training Manual



March 2015  
Version 2.23



# Table of Contents

<b>1. FIMS OVERVIEW .....</b>	<b>1</b>
PURPOSE.....	1
HISTORY.....	2
SYSTEM REQUIREMENTS .....	2
GETTING STARTED WITH FIMS .....	2
MANAGEMENT STRUCTURE.....	3
<i>System Owner</i> .....	3
<i>Facilities Data Development Committee (FDDC)</i> .....	3
<i>FIMS Advisory Committee (FAC)</i> .....	3
<i>Headquarters System Administration</i> .....	3
COURSE OBJECTIVES.....	4
<b>2. INTRODUCTION TO FIMS.....</b>	<b>5</b>
FIMS LOGIN.....	5
VIEWING THE MESSAGE BOARD.....	7
<b>3. REAL PROPERTY ENTRY .....</b>	<b>12</b>
SYSTEM STRUCTURE .....	12
OWNERSHIP DESIGNATION .....	12
ENTRY CONCEPTS .....	13
COMMAND BUTTONS.....	14
DATA ENTRY CONTROLS.....	16
<b>4. SITE/AREA UPDATE .....</b>	<b>19</b>
UPDATE SITE.....	19
UPDATE AREA.....	22
<b>5. PROPERTY DATA ENTRY .....</b>	<b>24</b>
PROPERTY NAVIGATION.....	24
PROPERTY SEARCH.....	25
PROPERTY WINDOWS .....	26
<i>Building Info</i> .....	26
<i>Cap Adjust</i> .....	27
<i>Condition</i> .....	27
<i>Cool Roof</i> .....	28
<i>Dimensions - Building</i> .....	29
<i>Dimensions - OSF</i> .....	30
<i>Dimensions - Trailer</i> .....	31
<i>Disposition - Archive</i> .....	32
<i>Excess</i> .....	32
<i>Ingrant</i> .....	33
<i>Land Info</i> .....	33
<i>LOB Condition</i> .....	34
<i>Location</i> .....	34
<i>Maintenance</i> .....	35
<i>Maintenance History</i> .....	36

Mission .....	36
Notes .....	37
OSF Info .....	37
Outgrant .....	38
Photo Library .....	39
Property Detail .....	39
Property Info.....	40
RPV.....	40
Sustainability.....	41
BUILDING OVERVIEW .....	44
DOE Owned Building.....	44
DOE Leased Building.....	44
Contractor Leased Building .....	45
Contractor License Building.....	45
Permit Building.....	45
GSA Owned or GSA Leased Building.....	46
ADD A BUILDING .....	46
OSF OVERVIEW .....	48
DOE Owned OSF .....	48
DOE Leased OSF .....	48
Contractor Leased OSF .....	48
Contractor License OSF .....	49
Permit OSF .....	49
ADD A OSF .....	50
LAND OVERVIEW .....	51
DOE Owned Land .....	51
DOE Leased Land .....	51
Contractor Leased Land.....	51
License Land.....	52
Easement Land .....	52
Long Term Interest Land .....	52
Permit Land .....	52
Other Land.....	53
Institutional Control Land .....	53
Withdrawn Land .....	53
ADDING LAND.....	54
TRAILER OVERVIEW .....	55
DOE Owned Trailer .....	55
DOE Leased Trailer .....	55
Contractor Leased Trailer.....	56
Contractor License Trailer.....	56
ADDING A TRAILER .....	56
UPDATING AN ASSET.....	57
DELETING AN ASSET .....	57
PHOTO LIBRARY .....	58
<b>6. ARCHIVING PROPERTIES .....</b>	<b>62</b>
ARCHIVING A PROPERTY .....	62
<b>7. LOOKUP TABLES .....</b>	<b>65</b>
<b>8. ADMINISTRATION.....</b>	<b>68</b>
MY PROFILE .....	68
MESSAGE BOARD .....	69
<b>9. FIMS HELP .....</b>	<b>71</b>

HELP OVERVIEW .....	71
FIMS HELP - USER'S GUIDE .....	71
FIMS HELP - DATA ELEMENT DICTIONARY .....	71
FIMS HELP - REPORTING GUIDE .....	71
FIMS HELP - HQ GUIDANCE.....	72
FIMS HELP - ABOUT FIMS .....	72
<b>10. EXITING FIMS.....</b>	<b>73</b>
<b>11. ANTICIPATED ASSET INFORMATION MODULE .....</b>	<b>74</b>
AAIM ASSET LIST .....	74
<i>Using the AAIM Asset List to Search.....</i>	<i>75</i>
<i>Using the AAIM Asset List to create a new anticipated asset.....</i>	<i>75</i>
<i>Using the AAIM Asset List to Retrieve and Update .....</i>	<i>75</i>
AAIM WINDOW .....	75
AAIM Asset .....	75
<i>Adding an Anticipated Asset record for a new asset .....</i>	<i>76</i>
<i>Adding an Anticipated Asset record for an expansion of an existing asset .....</i>	<i>77</i>
<i>Updating an Anticipated Asset .....</i>	<i>77</i>
<i>Transferring an AAIM Asset to FIMS.....</i>	<i>79</i>
<i>Archiving an AAIM record .....</i>	<i>80</i>
AAIM ASSET REPORT .....	80
<i>Using the AAIM Asset List to Generate a Report .....</i>	<i>80</i>
<b>12. STANDARD REPORTS .....</b>	<b>81</b>
<b>13. AD HOC REPORTING TOOLS.....</b>	<b>87</b>
AD HOC REPORTING.....	87
SAVING AN AD HOC REPORT.....	94
LOADING A SAVED AD HOC REPORT.....	97
DELETING A SAVED AD HOC REPORT .....	97
FIMS AD HOC – HISTORICAL DATA.....	98
FIMS AD HOC – FRPP DATA.....	102
<b>14. FIMS POPULATION QUERIES.....</b>	<b>105</b>
FIMS POPULATION QUERIES.....	105
FRPC POPULATION QUERIES .....	107
<b>15. FORMATTING A FIMS UPLOAD FILE .....</b>	<b>110</b>
UPLOADING DATA INTO FIMS .....	110
CREATING THE UPLOAD TEMPLATE .....	111
POPULATING THE FIMS UPLOAD TEMPLATE.....	114
<i>Data Formatting Guidelines.....</i>	<i>114</i>
INITIATING AN UPLOAD .....	117
SPECIAL EXCEPTIONS .....	118
<b>16. DATA ANOMALIES .....</b>	<b>120</b>
DATA ANOMALY CHECKS .....	120



# 1. FIMS Overview

In this section, this manual will define the history and purpose of the Facilities Information Management System (FIMS), management structure, system requirements, as well as the platform the system resides on. The last section will outline the course objectives for this two-day training class.

---

## Purpose

The Facilities Information Management System (FIMS) is the "corporate" real property database for the Department of Energy. The system is managed at Headquarters by the Office of Acquisition and Project Management (OAPM). FIMS provides an automated mechanism that allows users to manage all real property including land and its natural resources, any man-made alterations and additions - Buildings, Trailers, permanent fixtures, and equipment (known as Other Structures and Facilities). The system was designed to provide management with an accurate tool that can be used for planning by Headquarters and all DOE sites, respond to both internal and external inquiries, provide easy to access up-to-date information, and automate the preparation of electronic submissions and reports to the Federal Real Property Profile (FRPP) and Congress.

Some of the major drivers for FIMS include:

- 41 CFR 101, Federal Real Property Management
- DOE Order 430.1b, Real Property Asset Management
- Annual Federal Real Property Profile reporting
- Annual Deferred Maintenance reporting requirements
- Excess elimination reporting
- Executive Order 13423 (Energy Conservation and Sustainability)
- Utilization Tracking
- OMB Freeze the Footprint Initiative
- Laboratory Operations Board

---

## History

In 1981, DOE developed the first real property system called RPIS. RPIS was a System 2000 database batch application with overnight processing. In 1988, DOE purchased from GSA a system called Foundation In Real Property Management (FIRM). FIRM was modified to meet specific DOE reporting needs and became RPIS2 in August 1989. RPIS2 was an ORACLE based system with real-time updating and reporting capabilities. Both RPIS and RPIS2 resided on the DOE mainframe.

In June of 1992 an effort began to develop a "corporate" database that would consolidate common data fields from real property systems utilized by various Headquarters program offices. This database became known as the Facilities Information Management System (FIMS). Data from RPIS2 was migrated to FIMS. FIMS became fully operational on July 10, 1995.

In August 2001, the Deputy Secretary issued direction to all sites that FIMS be fully populated by Sept 30, 2002. The guidance outlined 22 critical fields that needed to be populated within 45 days of the guidance release. The remaining data fields were to be populated by the end of fiscal year 2002.

In the summer of 2004, FIMS was migrated to a web based application with increased capabilities. During FY2006, a standard data validation process was implemented to ensure the accuracy and quality of the data within FIMS. In 2011, the web based platform was redesigned and the foundation was in place for future development of the next generation FIMS system.

---

## System Requirements

FIMS is a Java based Enterprise web application that utilizes an ORACLE 11g relational database management system. System requirements for access to FIMS are minimal.

- Microsoft Internet Explorer (version 9 or greater)
- Adobe Acrobat Reader

---

## Getting Started with FIMS

It is very important before you begin work with FIMS that you identify the individuals that you may contact to obtain data for input into FIMS. Depending on your site, your contact could be the Accounting department, Area office, ES&H Manager, Facilities Manager, GSA Regional Office, Maintenance Manager, Plant Engineering, Procurement, Real Estate representative, Seismic Engineer, Headquarters point of contact for specifically sponsored data fields, or your FIMS Field Office System Administrator. It is possible that your site may have contacts other than those listed above. In addition, it may be helpful to network with other FIMS Site administrators to take advantage of their prior experience. The FIMS informational website contains a list of FIMS system administrators at all DOE sites. The link for those contacts is [http://fimsinfo.doe.gov/system\\_administrators.htm](http://fimsinfo.doe.gov/system_administrators.htm). The individuals contained on this page are also your contact to obtain a FIMS user account or to resolve any account issues. If you are a Headquarters user, you will simply contact the FIMS Hotline for any user account needs.



---

# Management Structure

## System Owner

FIMS is owned and managed on a daily basis by the Office of Acquisition and Project Management (OAPM). Adam Pugh (202-287-1397) is the system owner and the Federal point of contact for FIMS.

## Facilities Data Development Committee (FDDC)

This is the corporate governing board that is comprised of individuals who represent Headquarters Program Offices as well as representation from OAPM. This corporate board provides the guidance and direction of FIMS by making all final decisions regarding system policy, enhancements, and budgets. The FDDC representation can be found on the FIMS website ([http://fimsinfo.doe.gov/fims\\_management.htm](http://fimsinfo.doe.gov/fims_management.htm)).

## FIMS Advisory Committee (FAC)

This is a subcommittee of individuals comprised of site users, including contractor personnel that recommend continuous improvement to the system. The FAC conducts monthly conference calls to review Change Requests and discuss related business. FAC recommendations are presented to the FDDC for final approval/disapproval.

## Headquarters System Administration

All of the FIMS technical support and system administration is provided by Mark Gordy, Gayle Smith, Mike Kohut, and Bill Fox. Hotline support (301-337-6019) is also provided to sustain a variety of support services that include:

- Technical support with the use of FIMS as well as custom ad-hoc query support
- Apply global system updates, as requested
- Address any data related issues, inquiries, or guidance
- Any other miscellaneous FIMS issues

---

## Course Objectives

- Introduce participants to the capabilities of FIMS
- Discuss how FIMS serves as the Department's Corporate database
- Review of FIMS related guidance from Headquarters
- Review of the Data Validation process
- Learn to navigate efficiently through the system
- Add/Update real property information
- Review of select FIMS data fields and requirements
- Review of the latest FIMS enhancements
- Learn to effectively utilize the FIMS ad-hoc query tool
- Introduce the Anticipated Asses Information Module (AAIM)
- Review FIMS archive capabilities and discuss the banking concept for square footage and excess elimination reporting
- Replacement Plant Value calculations
- Discussion on Data Quality and Anomalies

## 2. Introduction to FIMS

In this section, this manual describes the procedures for logging into FIMS and a review of the FIMS windows.

### FIMS Login

You may log into FIMS by opening your Internet Explorer browser and type in the following URL address:

**<https://fimsweb.doe.gov>**

Once you input the URL address, the following screen will appear.



**FIMS** Facilities Information Management System

Please enter your login information to access the Facilities Information Management System.

User ID:

Password:

**NOTICE TO USERS**

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. **Users (authorized or unauthorized) have no explicit or implicit expectation of privacy.**

Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Energy, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. **By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Energy personnel.**

Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. *By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.*

[Energy.gov](#) | [FIMS Informational Website](#) | [Privacy](#) | [Contact Us](#)

Use a login account provided by the instructor.

Each FIMS user will be given a userid and password from their Field Office System Administrator or the Headquarters support staff. You will be prompted to change the password upon your initial logon. The password is valid for 3 months and must be changed by the user.

A security level is assigned to each userid by the Administrator. All users, regardless of security level, will have read-only access to all FIMS information. Add, Update, and Delete access to FIMS information is controlled by security levels as follows:

FIMS Security Level	Authorities
<b>FIMS System Administrator</b>	<ul style="list-style-type: none"> <li>• Add, Update, and Delete access to all records.</li> <li>• The authority to establish security records for all other FIMS users.</li> </ul>
<b>Field Office System Administrator</b>	<ul style="list-style-type: none"> <li>• Update only for Sites and Areas within the Field Office.</li> <li>• Add and Update access to all Properties within the Field Office.</li> <li>• Authority to establish security records for FIMS users within the Field Office.</li> </ul>
<b>Field Office User</b>	<ul style="list-style-type: none"> <li>• Update only for Sites and Areas within the Field Office.</li> <li>• Add and Update access to all Properties within the Field Office.</li> </ul>
<b>Site User</b>	<ul style="list-style-type: none"> <li>• Update only for Site and Area records within the Site.</li> <li>• Add and Update access to all Properties within the Site.</li> </ul>
<b>Guest</b>	<ul style="list-style-type: none"> <li>• Read-only access only.</li> </ul>

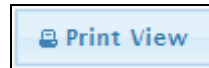
---

## Viewing the Message Board

When you have successfully logged into the system, the FIMS Message Board appears. The Message Board is used by the Headquarters System Administrator and the Field Office System Administrators to relay important and time-sensitive information to all FIMS users.

The upper portion of the Message Board contains information from the Headquarters System Administrator. All users can view this information. The lower portion of the Message Board contains information from your Field Office System Administrator. Users view this information for their field office only. Other field office users will not see information from your Field Office System Administrator.

If you wish to print the contents of the Message Board, **click** on the **Print View** button.



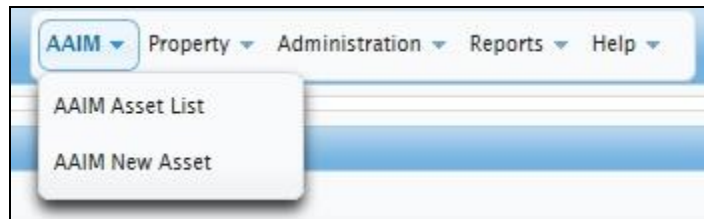
**It is very important that all users accustom themselves to reviewing this board frequently.**



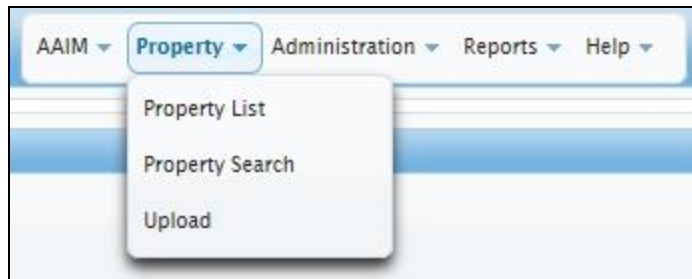
## Heading Menu Bar



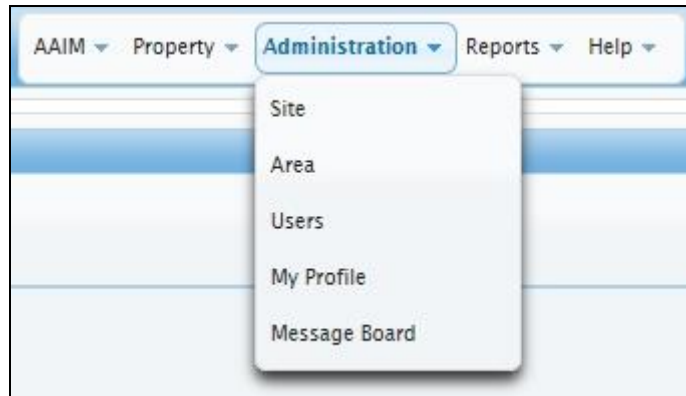
The heading menu bar provides you with four selections: **AAIM**, **Property**, **Administration**, **Reports**, and **Help**. By default, when you log into FIMS, you are on the **Administration** option. Each heading selection provides sub-menu options. Those options are defined below.



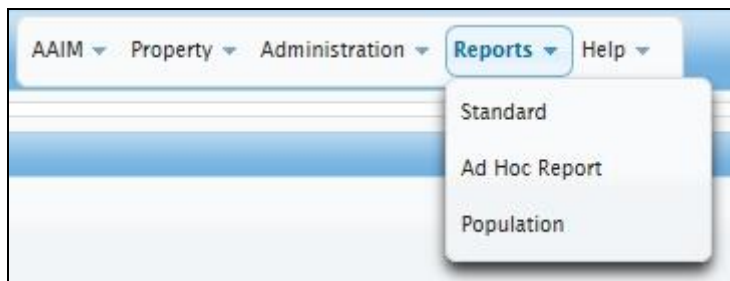
- **AAIM Asset List:** This option provides access to the AAIM Asset List window that allows users to perform online searches of the AAIM data and initiate exports of the data to Excel. Users also have the capability to select existing AAIM records for update.
- **AAIM New Asset:** This option provides the user with access to the AAIM New Asset window that can be used to add new records to the AAIM module.



- **Property List:** This option provides access to the Property List window that is the gateway to all FIMS real property information. From here users can query, add or update information depending on your security level.
- **Property Search:** This option provides the user with the option of locating a real property record by the real property unique identifier. This option is primarily used by Headquarters and OAPM users who are familiar with this unique identifier that is used in reporting to the Federal Real Property Profile (FRPP). In addition, the Property ID and Property Name are available to perform a fuzzy search of the data.
- **Upload:** This option provides access to the FIMS upload capability. The upload process is an alternative way of updating data in the FIMS database without having to manually input data on the various property windows.



- **Site:** This option provides access to site level data that is input when a site was initially established in FIMS. With the exception of the operating cost, which must be updated annually, this data is static and does not require periodic updates.
- **Area:** This option provides access to area level data that is input when an area was initially established in FIMS. The data at this level is considered static and does not require periodic updates.
- **Users:** This option provides contact information for all users who currently have account access to the system.
- **My Profile:** This option provides the capability for updating your password, default location and contact information.
- **Message Board:** This option provides access to important information posted by the Headquarters or Field Office System Administrator.



- **Standard:** This option provides access the standard report menu that enables the user to generate any standard report in a PDF or Excel format.
- **Ad Hoc Report:** This option provides access to the FIMS ad-hoc query tool. This tool provides ad-hoc query capability for current and prior fiscal years.
- **Population:** This option provides access to an administrative tool that enables user to verify that all fields are 100% populated. The tool also provides exception reports to identify specific records that are not fully populated. This is critical for all Sites to use during the year-end processing.



- **User's Guide:** This option provides access to the FIMS User's Guide.
- **FIMS Data field Dictionary:** This option provides access to the FIMS Data field Dictionary (DED). The DED is actually appendix A of the FIMS User's Guide.
- **Reporting Guide:** This option provides access to the FIMS Reporting Guide.
- **HQ Guidance:** This option provides access all FIMS related guidance documents that are posted on the FIMS informational website.
- **Lookup Table Descriptions:** This option provides access to the FIMS lookup table codes and descriptions. The lookup tables are largely linked to the picklist that are used throughout the application.
- **About FIMS:** This option provides a brief description of FIMS and the current software version number.

## Logout Button



A Logout button will always appear on the far right side of any windows within FIMS. To end your session, simply click on the Logout button. If your session is inactive for 30 minutes or more, the system will force you to use your login account information to reconnect. **It is important that you always use the logout button when terminating your session.**

## Footer



The footer is available from any window within FIMS and contains some very invaluable links. There are links to the Energy.gov and FIMS Informational websites.

By clicking on the Schedule link in the footer, a graphical calendar will appear that will highlight dates of significance to FIMS. For example, all critical year-



end schedule dates will be highlighted including the generation of Headquarters snapshots. In addition, the schedule will identify upcoming training, workshops, and monthly conference calls.



By clicking on the Contact Us link, the user will have access to the FIMS Hotline phone number as well as email addresses for the FIMS Headquarters System Administrators.



By clicking on the Rules of Behavior link, you can review the user account policies that each user must agree to at the time they change their password. The Privacy link provides standard security and policy statements for all DOE applications and websites.

# 3. Real Property Entry

In this section, this manual will define the FIMS system structure of how data is organized within the database. You will also learn the concepts, procedures, and controls for expediting the data entry process.

---

## System Structure

Although FIMS is a relational database, it is helpful for users to think of the system in a hierarchical organization.

**FIELD OFFICE** Designates the DOE Field Office, Site Office or Operations Office.

**SITE** A Site is a geographic body of land associated with a DOE Field Office. In most cases, there will be multiple Sites defined within a specific Field Office.

**AREA** An Area is an administrative subdivision of a Site. There may be multiple Areas defined within a Site.

**PROPERTIES** FIMS contains real property data in the form of Buildings, Land, Trailers, and Other Structures and Facilities.

---

## Ownership Designation

The data entry process is driven by the ownership designation of each asset. This is accomplished by the Ownership field within FIMS. Provided below are the various Ownership designations that are used within FIMS.

- **DOE Owned** – Fee title real property acquired through purchase, condemnation or donation.
- **DOE Leased** – A possessory interest in real property that DOE acquired from the owner of the property.

- **Contractor Leased** – A possessory interest in real property that a contractor acquired from the owner of the property and DOE reimburses the contractor for the rent paid to the owner.
- **Contractor License** – A nonexclusive interest in real property that a contractor acquires from the owner of the property and DOE reimburses the contractor for the fee paid to the owner.
- **Institutional Control** – Include administrative or legal controls (e.g. easements or use restrictions), physical barriers or markers, and other methods to preserve information and data to inform current and future generations of hazards and risks. The Institutional Control designation is used specifically for Land assets.
- **Permit** – A temporary right of exclusive or nonexclusive use of real property belonging to others. It is generally applicable to granting another federal agency the right to use DOE real property or vice versa.
- **Withdrawn Land** – Land withdrawn from the public domain for DOE's use is to be inventoried in this category.
- **Easement Land** – Gives permission of the owner for DOE or its contractors to use the owner's real property.
- **License Land** – Formal permission for DOE or its contractors to use real property belonging to others for a specific purpose.
- **Long Term Interest Land** – Formal permission for DOE or its contractors to use real property belonging to others for an extended period of time.
- **Other Land** - Describes the use of land for a limited amount of time or for narrow, specialized uses, that does not fall into the category of Easement, License, or Long Term Interest.
- **GSA Owned** – Space in buildings, and land incidental thereto, the title to which is vested, or which will become vested, pursuant to existing agreement in the General Services Administration or other Government-owned space in building and land incidental thereto titled in the name of the United States of America but where GSA functions as the owner.
- **GSA Leased** – Space in buildings, and land incidental thereto, for which GSA has a right of occupancy by virtue of having acquired a leasehold interest. Beneficial use of the leasehold interest might be assigned to another entity.

---

## Entry Concepts

To access the real property information, the user should click on the Property menu option and then select Property List. Depending on the property type that was selected, the data requirements and available links will vary based on the following ownership designations:

### Buildings

- DOE Owned
- DOE Leased

- Contractor Leased
- GSA Owned
- GSA Leased
- Permit
- Contractor License

#### **Other Structures and Facilities (OSF)**

- DOE Owned
- DOE Leased
- Contractor Leased
- Permit
- Contractor License

#### **Land**

- DOE Owned
- Contractor Leased
- DOE Leased
- Institutional Control
- Permit
- Easement
- License
- Long Term Interest
- Other
- Withdrawn Land

#### **Trailers**

- DOE Owned
- DOE Leased
- Contractor Leased
- Contractor License

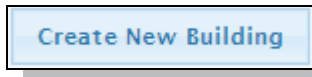
---

## **Command Buttons**

A series of command buttons may be available for use on various property windows. The availability of these buttons will be based on your security level within FIMS. The descriptions below indicate the actions that can be initiated by clicking on one of these comment buttons.

**Use this button**

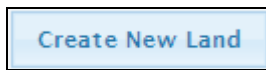
**To**



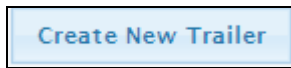
Enter a new building record in FIMS. This command button is accessible from the Property List window.



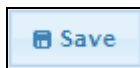
Enter a new Other Structures and Facilities (OSF) record in FIMS. This command button is accessible from the Property List window.



Enter a new land record in FIMS. This command button is accessible from the Property List window.



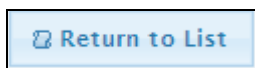
Enter a new trailer record in FIMS. This command button is accessible from the Property List window.



Save the data that has been added or updated on a particular property window. **It is important that you click on Save before moving on to another property screen. Failure to do so will result in data changes being lost.**



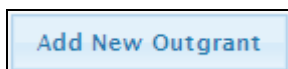
Allows navigation from one record to the next, forward and backward.



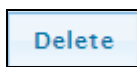
Return to the previous Property List window. This button is available from any property window.



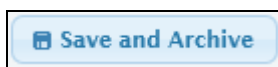
Add a capital adjustment record where multiple records can be input.



Add a new Outgrant detail record. The system does allow for multiple Outgrants records for one real property record. **This button will only be accessible if the Outgrant Indicator on the Property Info window is set to "Yes".**



Delete an individual Outgrant detail record.



Will allow information to be archived prior to the record being removed from the active FIMS database.

# Data Entry Controls

FIMS employs a variety of mechanisms for displaying data and/or accepting and validating user responses. These mechanisms, called data entry controls, are designed to increase user understanding of data entry requirements and reduce data entry error.

The screenshot shows the FIMS interface with a sidebar on the left containing links like 'Property Info', 'Property Detail', 'Location', etc. The main content area is titled 'Property Info' and contains a form for property details. The form fields include: Property ID (203), Property Name (Physics and Environmental Research), Alternate Name (Physics and Env), Real Property Unique ID (123563), HQ Program Office (Science), Area (All), Usage Code (793 Multifunction Research/Lab Building), Initial Acquisition (\$6,024,503.00), Capitalized (Yes), Estimate (No), Hazard Category 1 (04 Radiological Facility), Hazard Category 2, Hazard Category 3, Historic Designation (National Register Eligible (NRE)), Outgrant Indicator (No), Asset Type (501 Buildings), Reporting Source (CH7 UChicago Argonne LLC), and Security (checkbox). At the bottom of the form are buttons for 'Save', 'Delete', and 'Return to List'.

## Required vs. Optional fields

FIMS enables and hides links based on required categories of information, for example an owned property would not have ingrant information, therefore the Ingrant window would be hidden.

FIMS identifies required versus optional fields by the color of the field's label. Fields are identified as follows:

- Required Fields - Black Label
- Optional Fields - Blue Label

This example shows two fields: 'Property Name:' with a black label and 'Alternate Name:' with a blue label. The 'Property Name' field has a text input with the value 'Main Office Building'. The 'Alternate Name' field has a text input with the value 'Main Office Bld -E16 rpv'.

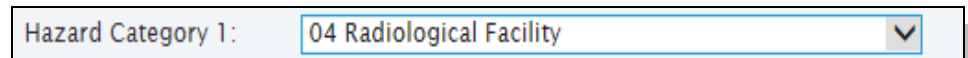
(Example)

Some fields may be required for one property type or ownership designation and optional for another. In the example above, Property Name is a required field, while Alternate Name is identified as optional. There are very few optional fields in FIMS.

Note: A required field in FIMS is a field for which information must be entered, however, a site, area, or property may be saved without filling in all required (black labeled) fields.

### Pick List

Provides a list of several options for you to choose from. In most cases, the choices come from a FIMS Lookup table. This type of data entry field can be easily identified by the down arrow located at the end of the field. Click on the down arrow to view the pick list and then click on your selection.

A screenshot of a web form field labeled "Hazard Category 1:". To the right of the label is a text box containing "04 Radiological Facility". At the far right end of the text box is a small downward-pointing arrow icon, indicating a pick list.

(Example)

### Check Box

Used to allow the user to make a selection from a number of options simply by clicking inside of the box.

A screenshot of a web form field with the label "Cool Roof Not Economically Feasible:". To the right of the label is a small square box containing a green checkmark, indicating that the option is selected.

(Example)

### Radio Button

Used to turn mutually exclusive options on and off. Click on the selection of your choice. Automatically turns off previously selected option.

A screenshot of a web form field with the label "Interior:". Below the label are two radio button options: "Grantee" and "Grantor". The "Grantor" option is selected, indicated by a green dot in the center of its radio button.

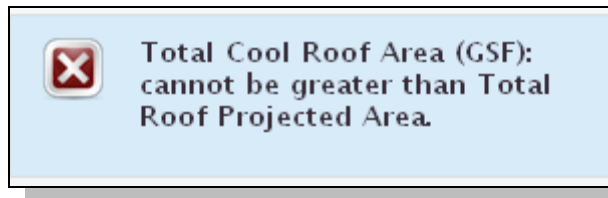
(Example)

### Edit Box

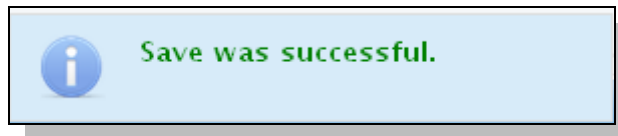
Allows entry of data into a field. Tab to or click on the box to enter data. To expedite the data entry process, you do not have to enter any special characters in the edit box field. FIMS will automatically insert them as you input data. For example, hyphens for zip codes or parenthesis for telephone numbers. Depending on the data field, enter free form text or data in one of the following formats.

Field Types	Data Entered As	Date Formatted As
Currency	1465000	\$1,465,000
Numeric	22500	22,500
Telephone Numbers	3013376019	301-337-6019
Zip Codes	208781114	20878-1114

## System Messages



As you begin to input data into the data entry windows, if appropriate, FIMS will display messages on the right side of the window to assist you in the data entry process. Once displayed, you can click on the large 'X' button to delete them or simply allow FIMS to remove them once the record is saved successfully. It is possible that more than one message will be displayed.



When data within a window is successfully saved, the message box above will appear on the right hand portion of the window.

## Copy Text

Highlight the desired text to be copied (by dragging the mouse). Press [Ctrl+C].

Move the mouse pointer to the desired location. Press [Ctrl+V].

## Delete Text

Highlight the desired text to be deleted (by dragging the mouse). Press [Delete] key.

## IMPORTANT:

### Save

Always hit the Save button before moving to another window otherwise, updates will be lost.



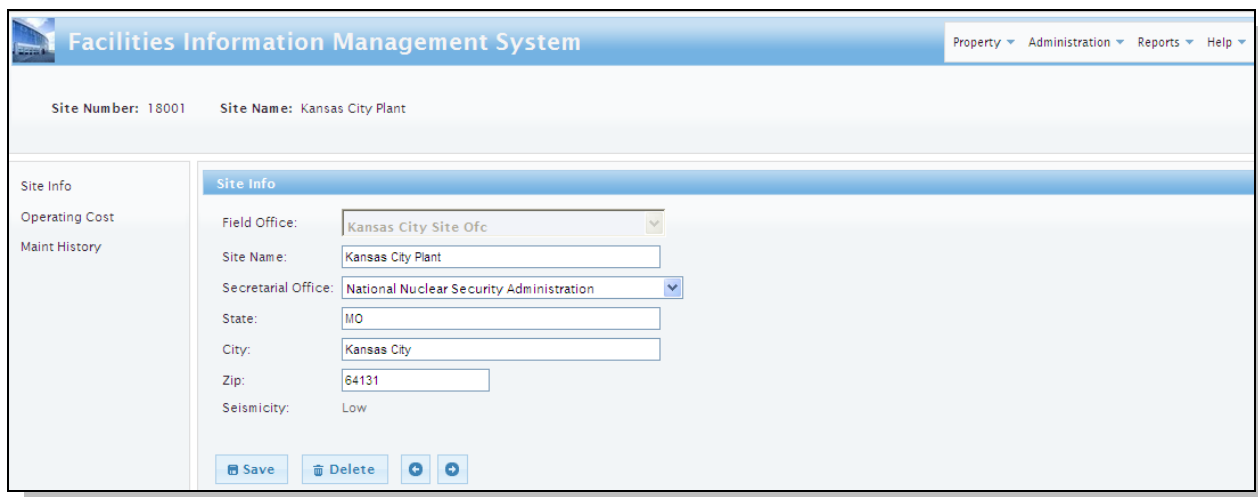
## 4. Site/Area Update

In this section, this manual will define the data entry process for the Site and Area records. It should be noted that depending on your security level, some of the options displayed in this section may not be available to you. Only the Headquarters System Administrator can establish new Site records or remove existing Site records. Both Headquarters and Field Office System Administrators can establish new Area records.

### Update Site

A site is a geographic location that is a subdivision of a DOE field office. The first two characters of the Site Number represent the Field Office. The remaining three digits are a sequential identifier.

To modify a Site, open the Site List by clicking Administration then Site. The Site List displays all Sites assigned to the default Field Office setting of the logged on user. Change the Field Office picklist, if needed. Click the Site Name of the Site you wish to update from the Site List. The Site processing window appears as follows.



The screenshot displays the 'Facilities Information Management System' interface. At the top, a navigation bar includes 'Property', 'Administration', 'Reports', and 'Help'. Below this, the 'Site Number: 18001' and 'Site Name: Kansas City Plant' are shown. The main content area is titled 'Site Info' and contains several input fields: 'Field Office' (a dropdown menu showing 'Kansas City Site Ofc'), 'Site Name' (a text box with 'Kansas City Plant'), 'Secretarial Office' (a dropdown menu showing 'National Nuclear Security Administration'), 'State' (a text box with 'MO'), 'City' (a text box with 'Kansas City'), 'Zip' (a text box with '64131'), and 'Seismicity' (a text box with 'Low'). At the bottom of the form, there are four buttons: 'Save', 'Delete', and two circular arrows for refresh and undo.

Listed below are the links available from the Site processing window.

❖ **Site Info** - Contains general DOE Site information.

The screenshot shows the 'Facilities Information Management System' interface. At the top, there's a navigation bar with 'Property', 'Administration', 'Reports', and 'Help' dropdown menus. Below this, the 'Site Number: 18001' and 'Site Name: Kansas City Plant' are displayed. The left sidebar contains links for 'Site Info', 'Operating Cost', and 'Maint History'. The main content area is titled 'Site Info' and contains the following fields:

- Field Office:
- Site Name:
- Secretarial Office:
- State:
- City:
- Zip:
- Seismicity:

At the bottom of the form are buttons for 'Save', 'Delete', and two circular arrows.


❖ **Operating Cost** - Contains operating cost information required for the annual electronic upload to the Federal Real Property Profile (FRPP).

The screenshot shows the 'Facilities Information Management System' interface for the 'Operating Cost' section. The top navigation bar and site information are the same as in the previous screenshot. The left sidebar highlights 'Operating Cost'. The main content area is titled 'Operating Cost - Site Level' and contains the following cost fields:

Electricity Cost:	<input type="text" value="\$4,809,346"/>	Gas Cost:	<input type="text" value="\$1,958,447"/>
Water/Sewer Cost:	<input type="text" value="\$633,799"/>	Refuse Cost:	<input type="text" value="\$366,180"/>
Pest Control Cost:	<input type="text" value="\$14,297"/>	Recycle Cost:	<input type="text" value="\$44,112"/>
Central Heating Cost:	<input type="text" value="\$0"/>	Grounds Cost:	<input type="text" value="\$93,595"/>
Central Cooling Cost:	<input type="text" value="\$0"/>	Janitorial Cost:	<input type="text" value="\$5,165,487"/>
Snow Removal Cost:	<input type="text" value="\$525,763"/>		

At the bottom of the form are buttons for 'Save', 'Delete', and two circular arrows.

❖ **Maintenance History** - Contains historical maintenance cost information.



Facilities Information Management System

Property ▾ Administration ▾ Reports ▾ Help ▾

Logout

Site Number: 18001

Site Name: Kansas City Plant

Site Info

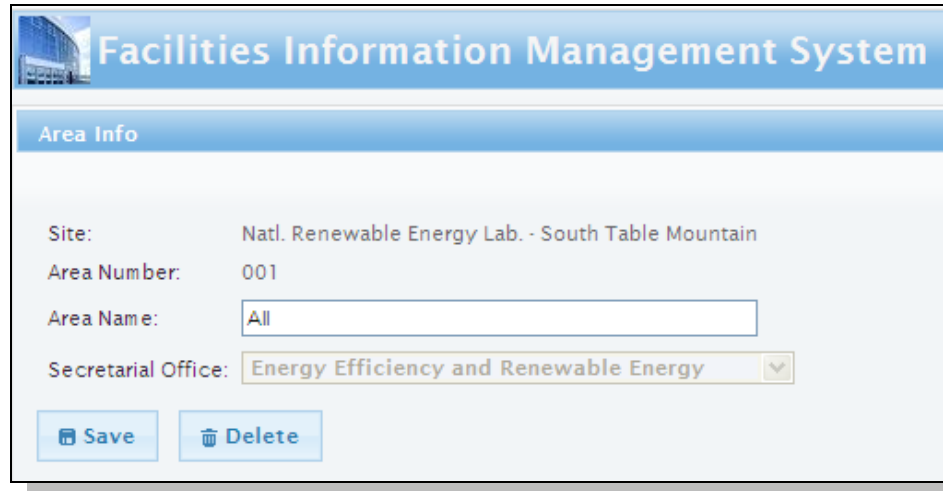
Operating Cost

Maint History

Maint History						
FY:2011	Buildings	OSF	Trailers	Totals	Site FCI:	
Deferred Maint:	\$202,384,770	\$8,988,760		\$211,373,530		14%
Required Maint:	\$29,844,000	\$1,296,000		\$31,140,000		
Actual Maint:	\$25,667,821	\$1,179,181		\$26,847,002		
FY:2010	Buildings	OSF	Trailers	Totals	Site FCI:	
Deferred Maint:	\$179,974,710	\$6,388,730		\$186,363,440		13%
Required Maint:	\$38,371,000	\$1,968,000		\$40,339,000		
Actual Maint:	\$28,990,058	\$1,259,164		\$30,249,222		
FY:2009	Buildings	OSF	Trailers	Totals	Site FCI:	
Deferred Maint:	\$150,793,850	\$5,412,050		\$156,205,900		11%
Required Maint:	\$26,009,448	\$586,500		\$26,595,948		
Actual Maint:	\$37,087,921	\$1,905,446		\$38,993,367		

---

## Update Area



The screenshot shows the 'Area Info' window in the Facilities Information Management System. The window has a blue header with the system name. Below the header, there are four labeled fields: 'Site' with the value 'Natl. Renewable Energy Lab. - South Table Mountain', 'Area Number' with '001', 'Area Name' with a text box containing 'All', and 'Secretarial Office' with a dropdown menu showing 'Energy Efficiency and Renewable Energy'. At the bottom of the window are two buttons: 'Save' and 'Delete'.

An Area is a partition of the Site that consists of real property in the form of Land, Buildings, Other Structures and Facilities (OSFs), and Trailers.

Access to the various functions of the Area processing is based upon your security level. For example, only the FIMS System Administrator (Headquarters) has access to the **Create New Area** button and the Delete processing

If you are a FIMS System Administrator (Headquarters), you can add a new Area by clicking Administration then Area to open the Area List. To add the new Area record, click the **Create New Area** button on the Area List window. The New Area window will then be displayed. To establish a new Area, enter the requested Area information and click the **Save** button. You will receive a confirmation message, 'Save was successful.' to confirm your Area was added.

To modify an Area, open the Area List by clicking Administration then Area. The Area List displays all Areas assigned to the default Field Office and Site setting of the logged on user. Change the Field Office and/or Site picklists, if needed. Click the Area Name of the Area you wish to update from the Area list. The Area processing window will then be displayed.

Listed below is the data available from within Area window.

❖ **Area Info** - Contains general Area information.

- Site Name
- Area Number
- Area Name
- Secretarial Office

## Exercise 1: Data Entry Concepts

1. What is the URL to access the FIMS system?
2. **True or False:** You should close your browser without clicking on the Logout button when terminating your FIMS session.
3. What window in FIMS provides informational messages from the HQ FIMS Administrators?
4. How are required data fields in FIMS distinguished from those that are optional?
5. When entering currency fields in FIMS, do I need to input the dollar sign (\$) and commas (,)?
6. What site window contains the site level operating cost? How often does this need to be updated?
7. **True or False:** A site will only have one area?
8. **True or False:** New sites can only be established by the HQ FIMS Administrators?
9. How frequently do you have to change your FIMS password?
10. Who should I contact if my FIMS account is suspended?

# 5. Property Data Entry

In this section, this manual will define the property data entry process for locating and entering real-property information into FIMS. The process of adding and updating assets will be introduced through a series of hands-on exercises. The various links and command buttons will vary based on your security level and the type of asset you are working with.

## Property Navigation

One central window called the Property List window is used to access information for all four property types. This allows for simple navigation between Buildings, Other Structures and Facilities (OSF), Land and Trailers. This same window also allows you to navigate one Field Office, Site and/or Area to another. A sample of this window is provided below.

Property List

Current Location:  
Field Office: 

EMCBC

 Site: 

Moab Site

 Area: 

All

 Property Type: 

Building

Create New Building

Prop ID	Prop Name	Ownership	Program Office	Property Type
<a href="#">GRI01-B</a>	Grand Junction, CO, Office Space	DOE Leased	EM	Building
<a href="#">GRI01-B-RAC</a>	Grand Junction, CO, Office Space	Contractor Leased	EM	Building
<a href="#">MOA01-BA</a>	Moab, UT, Site Building	DOE Owned	EM	Building
<a href="#">MOA01-BM</a>	Moab, UT, Maint. Building	DOE Owned	EM	Building
<a href="#">MOA01-LS</a>	Moab, UT, Lube Shed	DOE Owned	EM	Building

To access the Property List, click Property, then Property List from the menu. The Property List window opens navigated to your default Field Office, Site and Area settings as defined by your User ID. For more information on these default settings, please refer to *Chapter 9, Administration* of this manual.

To change the Field Office, Site and /or Area location, simply use the available picklist on the Property List window. The Area picklist provides the ability to select 'All Areas'. The enables you to see all assets for a particular site.

To navigate between buildings, OSF, Land and Trailers, use the Property Type picklist. The appropriate list of chosen FIMS assets will display.

The Property List window may be sorted by any of the listed column headings. Simply click the column heading to sort in  Ascending or  Descending order.

To view the asset details, simply click the Prop ID value for that asset.



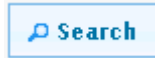
If a user has update rights to the Current Location: Field Office, Site and Area, a “Create New ...” button will be displayed relative to the Property Type being viewed.

---

## Property Search

FIMS provides a quick property search feature for locating FIMS records. Searches may be executed using Property ID, Property Name and Real Property Unique ID. The Real Property Unique Identifier is used primarily by Headquarters users. To access the search feature, click Property, then Property Search. A sample of the Property Search window is provided below.

Searches can be executed by entering any individual search item or by entering any combination of the available search items. When using the ‘Fuzzy Search’ feature, the search is not case-sensitive and will look for the entered values anywhere within the data field value. The search is case-sensitive if the ‘Fuzzy Search’ feature is not used. Searches may be performed as follows:

- **By Site**
  - Pick a Site from the picklist
- **By Property ID**
  - Enter a FIMS Property ID into the Property ID field and click 
- OR**
  - Enter a partial Property ID into the Property ID field and click Fuzzy Search to check it and then click 
- **By Property Name**
  - Enter a FIMS Property Name into the Property Name field and click 
- OR**
  - Enter a partial Property Name into the Property Name field and click Fuzzy Search to check it and then click

 Search

- **By Real Property Unique ID**

- Enter a FIMS Real Property Unique ID into the Real Property

Unique ID field and click

 Search

**OR**

- Enter a partial FIMS Real Property Unique ID into the Real Property Unique ID field and click Fuzzy Search to check it

and then click

 Search

Basic information will be displayed for all matching properties located. To open the property processing windows for a specific FIMS record, click the Property ID of that record.

---

## Property Windows

### Building Info

If you designate a property as a building, the Building Info window is available. Based on the ownership designation, certain fields on the Building Info window are optional or are disabled. A sample of the Building Info window is provided below.

Building Info	
Land Ownership:	Owned By DOE 
Utilization:	44 %
Seismic Essential:	P1 - Perform. Cat. 1 
Seismic Exemption:	E0 Not Exempt 
Occupancy	
Total No of Federal Employees:	0
Total No of Contractor Employees:	1,531
Total No of Other Personnel:	13
Total No of Occupants:	1544



## Cap Adjust

If you designate a property as a building, OSF, land, or trailer, the Cap Adjust window is available. A sample of the Cap Adjust window is provided below.

Capital Adjustments					
<b>Summary</b>					
Initial Acquisition:	Total Adjustments:	Total Cost:			
\$1,164,862.00	\$16,110.00	\$1,180,972.00			
<b>Details</b>					
Delete	Capitalized	Cap Adjust Asset Type	Date	Cost	Description of Capital Adjustment
<input type="checkbox"/>	No <input type="button" value="v"/>	<input type="button" value="v"/>	09/30/1998	\$16,110.00	Non FIS Asset restoration

## Condition

If you designate a property as a building or trailer, the Condition window is available. A sample of the Condition window is provided below.

Condition	
Summary Condition:	Adequate (5 - <10% RPV)
Year Acquired:	1981
Year Built:	1981
Model Building:	MB05 Steel Light Frame <input type="button" value="v"/>
Deficiency Systems:	
D50 Electrical	<input type="button" value="v"/>
	<input type="button" value="v"/>
	<input type="button" value="v"/>
	<input type="button" value="v"/>
	<input type="button" value="v"/>
Seismic Comments:	
<div></div>	

## Cool Roof

If you designate a property as a DOE owned, DOE leased or Contractor leased building or trailer the Cool Roof window is available. A sample of the Cool Roof window is provided below.

Cool Roof

Total Roof Projected Area (GSF):

77,577

Vegetative Area (GSF):

0

Reflective Area (GSF):

0

PhotoVoltaic Area (GSF):

0

Total Cool Roof Projected Area (GSF):

0

Planned Complete Cool Roof Date:

(YYYY)

Cool Roof Not Economically Feasible:

☒

## Dimensions - Building

If you designate a property as a building, the Dimensions window for buildings is available. A sample of the Dimensions – Building window is provided below.

Dimensions	
Gross Sqft:	<input type="text" value="1,755,593"/>
No of Floors:	<input type="text" value="3"/>
Usable Sqft:	<input type="text" value="1,366,339"/>
Energy Consuming	
Goal Subject Facilities:	<input type="text" value="1,755,593"/> GSF
Excluded Facilities:	<input type="text" value="0"/> GSF
Non-Energy Consuming Facilities:	<input type="text" value="0"/> GSF
Exclusion Part:	<input type="text"/> <input type="button" value="v"/>
Sustainability Site Number:	<input type="text" value="131"/>
Justification Comment:	<div><div></div><div><input type="button" value="v"/></div></div>
Consumption Meters	
Electricity:	<input type="text" value="Not Metered"/> <input type="button" value="v"/>
Steam/Hot Water:	<input type="text" value="Not Metered"/> <input type="button" value="v"/>
Gas-Natural:	<input type="text" value="Not Metered"/> <input type="button" value="v"/>
Water-Chilled:	<input type="text" value="Not Metered"/> <input type="button" value="v"/>
Gas-Other:	<input type="text" value="Not Metered"/> <input type="button" value="v"/>
Water-Potable:	<input type="text" value="Not Metered"/> <input type="button" value="v"/>
Coal:	<input type="text" value="Not Metered"/> <input type="button" value="v"/>
Water-Non-Potable, Fresh:	<input type="text" value="Not Metered"/> <input type="button" value="v"/>
Fuel Oil:	<input type="text" value="Not Metered"/> <input type="button" value="v"/>

## Dimensions - OSF

If you designate a property as an OSF, the Dimensions window for OSF's is available. A sample of the Dimensions – OSF window is provided below.

Dimensions	
Primary Unit of Measure:	<input type="text" value="Feet"/>
Primary Quantity:	<input type="text" value="86"/>
Secondary Unit of Measure:	<input type="text"/>
Secondary Quantity:	<input type="text"/>
Roads	
Public Access Miles:	<input type="text"/>
Non-Public Access Miles:	<input type="text"/>
Public Access Lane Miles:	<input type="text"/>
Non-Public Access Lane Miles:	<input type="text"/>
Energy Consuming	
Goal Subject Facilities:	<input type="text" value="0"/> GSF
Excluded Facilities:	<input type="text" value="0"/> GSF
Sustainability Site Number:	<input type="text" value="131"/>
Consumption Meters	
<a href="#">Set All Meters to Not Used</a>	
Electricity:	<input type="text" value="Not Metered"/>
Steam / Hot Water:	<input type="text" value="Not Metered"/>
Gas - Natural:	<input type="text" value="Not Metered"/>
Water - Chilled:	<input type="text" value="Not Metered"/>
Gas - Other:	<input type="text" value="Not Metered"/>
Water - Potable:	<input type="text" value="Not Metered"/>
Coal:	<input type="text" value="Not Metered"/>
Water - Non Potable:	<input type="text" value="Not Metered"/>
Fuel Oil:	<input type="text" value="Not Metered"/>

## Dimensions - Trailer

If you designate a property as trailer, the Dimensions window for trailers is available. A sample of the Dimensions – Trailer window is provided below.

Dimensions	
Gross Sqft:	<input type="text" value="384"/>
No of Floors:	<input type="text"/>
Usable Sqft:	<input type="text"/>
Energy Consuming	
Goal Subject Facilities:	<input type="text" value="384"/> GSF
Excluded Facilities:	<input type="text" value="0"/> GSF
Non-Energy Consuming Facilities:	<input type="text" value="0"/> GSF
Exclusion Part:	<input type="text"/> Sustainability Site Number: <input type="text" value="112"/>
Justification Comment:	<div><div></div></div>
Consumption Meters	
Electricity:	<input type="text" value="Not Metered"/>
Gas-Natural:	<input type="text" value="Not Metered"/>
Gas-Other:	<input type="text" value="Not Used"/>
Coal:	<input type="text" value="Not Used"/>
Fuel Oil:	<input type="text" value="Not Used"/>
Steam/Hot Water:	<input type="text" value="Not Used"/>
Water-Chilled:	<input type="text" value="Not Used"/>
Water-Potable:	<input type="text" value="Not Metered"/>
Water-Non-Potable, Fresh:	<input type="text" value="Not Used"/>

## Disposition - Archive

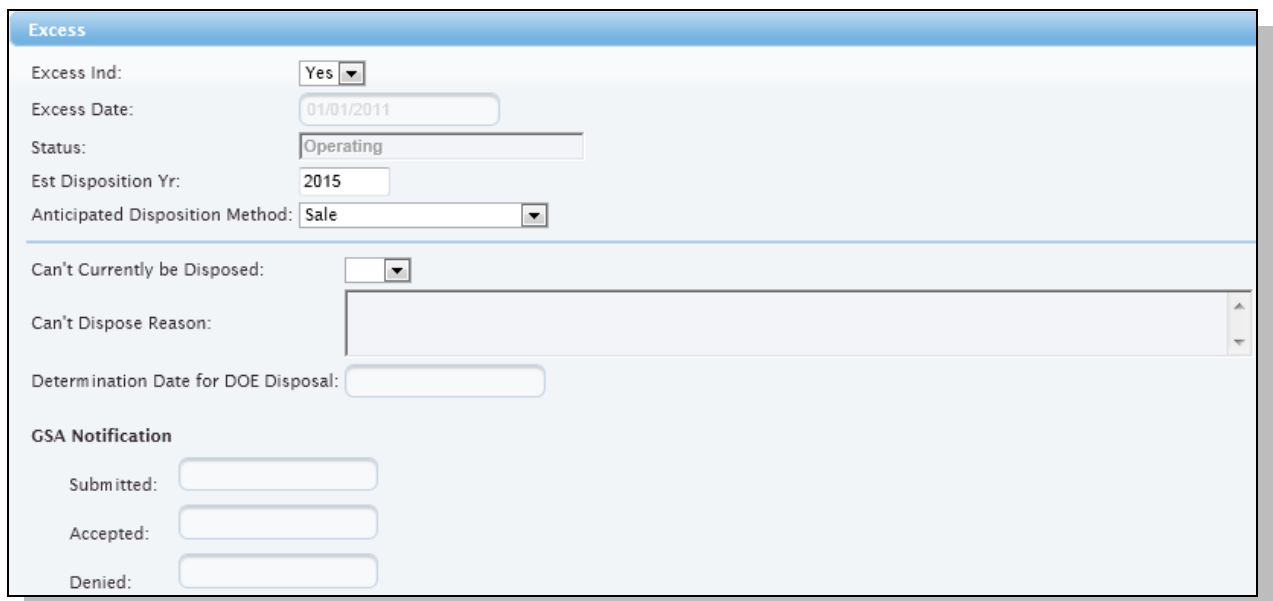
If you designate a property as a DOE owned, DOE Leased or Contractor Leased building, OSF, land, or trailer, or Withdrawn from Public Domain Land, the Disposition – Archive window is available. A sample of the Disposition – Archive window is provided below.



The screenshot shows a web application window titled "Disposition - Archive". Below the title bar, there is a light blue header area. Underneath, a message states: "Disposition data should only be input on this screen prior to Archiving the record." Below this message, there are several input fields: "Disposition Method:" with a dropdown menu, "Disposition Date:" with a text box containing "12/04/2007" and a "Clear Date" link, "Disposition Value:" with a text box, "Net Proceeds:" with a text box, and "Receipt:" with a text box.

## Excess

All property types (buildings, land, other structures and facilities (OSF) and trailer) have the Excess window. A sample of the Excess window is provided below.



The screenshot shows a web application window titled "Excess". Below the title bar, there are several input fields: "Excess Ind:" with a dropdown menu set to "Yes", "Excess Date:" with a text box containing "01/01/2011", "Status:" with a dropdown menu set to "Operating", "Est Disposition Yr:" with a text box containing "2015", and "Anticipated Disposition Method:" with a dropdown menu set to "Sale". Below these fields, there is a section for "Can't Currently be Disposed:" with a dropdown menu, and "Can't Dispose Reason:" with a text box. Below this, there is a "Determination Date for DOE Disposal:" text box. At the bottom, there is a section titled "GSA Notification" with three text boxes labeled "Submitted:", "Accepted:", and "Denied:".

## Ingrant

All property types designated as DOE Leased, Contractor Leased, GSA Owned, GSA Leased, Contractor License, Permit, Easement land, Long Term Interest land, Other land, or License land have the Ingrant window available. Based on the property type, certain fields on the Ingrant are optional or disabled. A sample of the Ingrant window is provided below.

Ingrant			
Contract No: EP28130		Lease Authority: Independent Statutory Authority (IS)	
Grantor: Honeywell Technology Solutions			
Grantee: Honeywell FM&T			
Other:			
(Either choose Grantee from the list or type a value in the Other box. The value in the Other box overwrites the list value.)			
Cancel Rights/Notice			
Grantor:	Yes	30 days	Effective Date: 02/01/2014
Grantee:	Yes	30 days	Expiration Date: 01/31/2015
Cancellation Fee:		Initial Date: 02/01/2010	Annual Rent: \$4,916.04
Set Perpetual Easement			
Other Cost: \$0.00			
Renewal Options			
Options:	2	Rent:	\$4,916.00
Years:	1	Notice:	45 days
Responsible Party			
Interior:		Exterior:	
<input type="radio"/> Grantee <input checked="" type="radio"/> Grantor		<input type="radio"/> Grantee <input checked="" type="radio"/> Grantor	

## Land Info

If you designate a property as land, the Land Info window is available. Based on the ownership designation, certain fields on the Land Info may be optional or disabled. A sample of the Land Info window is provided below.

Land Info	
Year Acquired:	1976
Acreage	122.05

# LOB Condition

If you designate a property as a building, OSF or trailer, the LOB Condition window is available. A sample of the LOB Condition window is provided below.

LOB Condition

Overall Asset Condition:

Condition Notes (1000 char):

Modernization:

Total Repair Needs:

Values entered in this table will override Repair Needs on the Maintenance window

Delete	Uniformat	Rating	Repair Needs
No records found.			

# Location

All property types (buildings, land, other structures and facilities (OSF) and trailers) with an ownership designation of DOE Owned, DOE Leased, Contractor Leased, Contractor License, Permit, Easement land, Long Term Interest land, Other land, License land, and Withdrawn from Public Doman land have the Location window available. A sample of the Location window is provided below.

Location

Location State:

MO

Location City:

Kansas City

Location County:

Jackson

Location Zip Code:

64131

Location Congressional District:

5

Main Location:

2000 E 95th Street



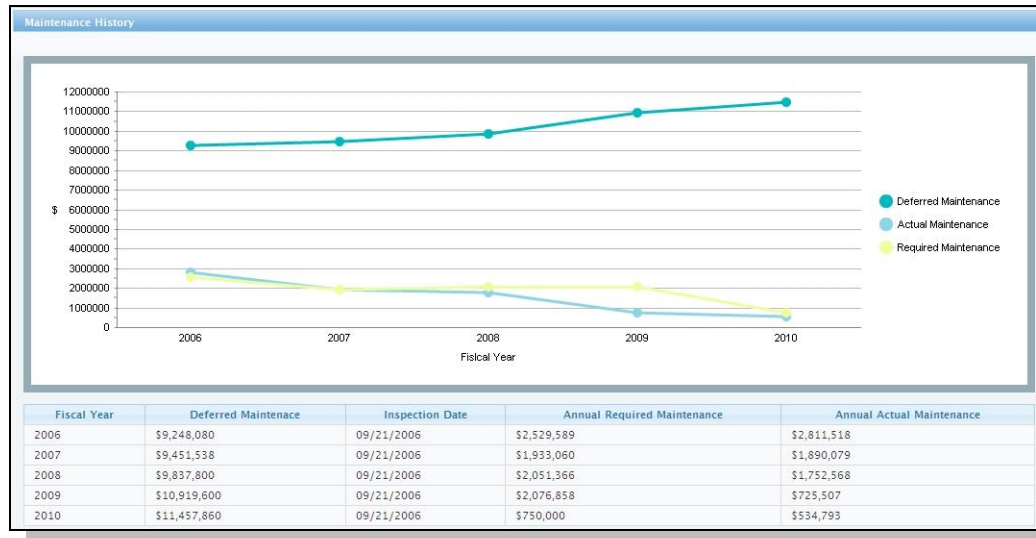
## Maintenance

If you designate a property as a DOE owned, DOE leased, or Contractor leased building, OSF, or trailer, the Maintenance window is available. Based on the ownership designation, certain fields on the Maintenance window may be optional or disabled. A sample of the Maintenance window is provided below.

Maintenance			
Repair Needs:	<input type="text"/>		
Deferred Maintenance:	<input type="text" value="\$112,902,450"/>		
Inspection Date:	<input type="text" value="09/21/2006"/>		
Annual Required Maintenance:	<input type="text" value="\$13,200,987"/>		
Annual Actual Maintenance:	<input type="text" value="\$11,807,120"/>		
Conventional Facility Ind:	<input type="text"/>	%	
Operating Cost			
Electricity Cost:	<input type="text" value="\$3,566,616"/>	Gas Cost:	<input type="text" value="\$1,162,681"/>
Water/Sewer Cost:	<input type="text" value="\$611,380"/>	Refuse Cost:	<input type="text" value="\$291,490"/>
Pest Control Cost:	<input type="text" value="\$8,244"/>	Recycle Cost:	<input type="text" value="\$25,478"/>
Central Heating Cost:	<input type="text" value="\$0"/>	Grounds Cost:	<input type="text" value="\$46,530"/>
Central Cooling Cost:	<input type="text" value="\$0"/>	Janitorial Cost:	<input type="text" value="\$2,030,979"/>
Snow Removal Cost:	<input type="text" value="\$874,768"/>	Hours of Operation Per Wk:	<input type="text" value="168"/>
Total Operating Cost:	<input type="text" value="\$8,618,166"/>		

## Maintenance History

If you designate a property as a DOE Owned, DOE Leased, or Contractor Leased building, OSF, or trailer, the Maintenance History window is available. The Maintenance History window displays the previous 5 fiscal years of maintenance information and graphic illustration of the cost trends. A sample of the Maintenance History window is provided below.



## Mission

The Mission window is available for all building, OSF, or trailer assets. Based on the ownership designation, certain fields on the Mission window may be optional or disabled. A sample of the Mission window is provided below.

**Mission**

Mission Unique Facility:  Mission Unique Facility Description:

---

Mission Dependency:

Mission Dependent Program:

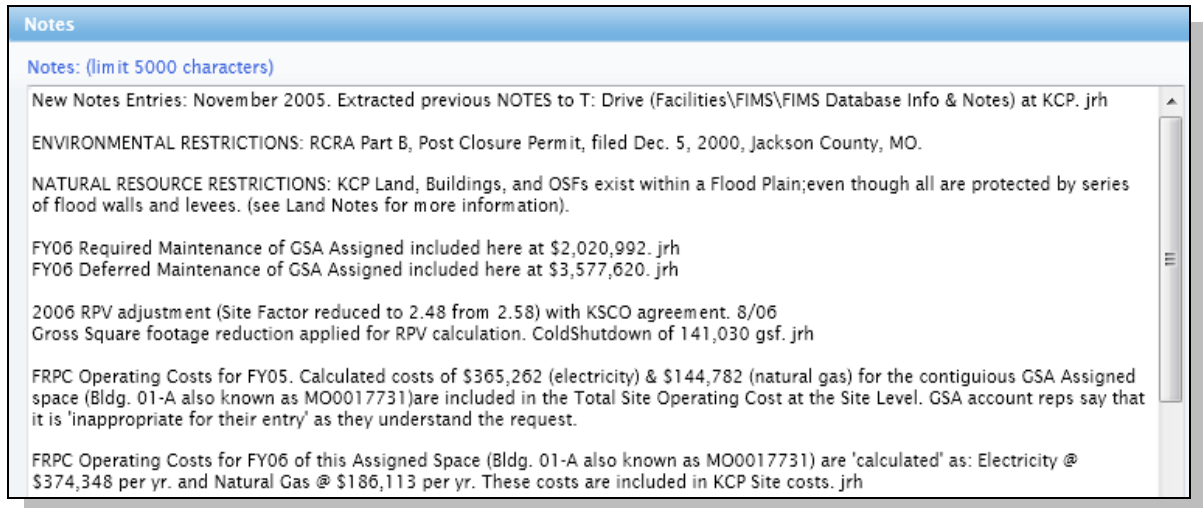
Core Capability - Primary:

Core Capability - Secondary:

Core Capability - Tertiary:

## Notes

All property types have the Notes window available. The Notes window contains miscellaneous information about the property in a free text format. A sample of the Notes window is provided below.

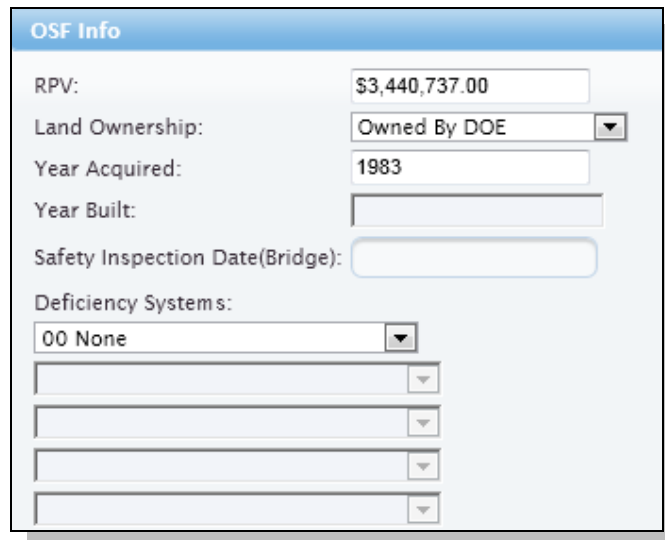


The Notes window has a title bar labeled "Notes". Below the title bar, it says "Notes: (limit 5000 characters)". The main text area contains the following entries:

- New Notes Entries: November 2005. Extracted previous NOTES to T: Drive (Facilities\FIMS\FIMS Database Info & Notes) at KCP. jrh
- ENVIRONMENTAL RESTRICTIONS: RCRA Part B, Post Closure Permit, filed Dec. 5, 2000, Jackson County, MO.
- NATURAL RESOURCE RESTRICTIONS: KCP Land, Buildings, and OSFs exist within a Flood Plain; even though all are protected by series of flood walls and levees. (see Land Notes for more information).
- FY06 Required Maintenance of GSA Assigned included here at \$2,020,992. jrh
- FY06 Deferred Maintenance of GSA Assigned included here at \$3,577,620. jrh
- 2006 RPV adjustment (Site Factor reduced to 2.48 from 2.58) with KSCO agreement. 8/06
- Gross Square footage reduction applied for RPV calculation. ColdShutdown of 141,030 gsf. jrh
- FRPC Operating Costs for FY05. Calculated costs of \$365,262 (electricity) & \$144,782 (natural gas) for the contiguous GSA Assigned space (Bldg. 01-A also known as MO0017731) are included in the Total Site Operating Cost at the Site Level. GSA account reps say that it is 'inappropriate for their entry' as they understand the request.
- FRPC Operating Costs for FY06 of this Assigned Space (Bldg. 01-A also known as MO0017731) are 'calculated' as: Electricity @ \$374,348 per yr. and Natural Gas @ \$186,113 per yr. These costs are included in KCP Site costs. jrh

## OSF Info

If you designate a property as an Other Structure or Facility (OSF), the OSF Info window is available. Based on the ownership designation, certain fields on the OSF Info are optional or disabled. A sample of the OSF Info window is provided below.



The OSF Info window has a title bar labeled "OSF Info". The fields and their values are as follows:

- RPV: \$3,440,737.00
- Land Ownership: Owned By DOE (dropdown menu)
- Year Acquired: 1983
- Year Built: (empty text box)
- Safety Inspection Date(Bridge): (empty text box)
- Deficiency Systems: 00 None (dropdown menu)
- Below the Deficiency Systems dropdown, there are four more empty dropdown menus.

## Outgrant

All property types designated as DOE Owned, DOE Leased, or Contractor Leased, or designated as Withdrawn from Public Domain land will have the Outgrant window available if the Outgrant Indicator on the Property Info window is set to 'Yes'. If the Outgrant Indicator is set to no, the Outgrant window displays a message that the Outgrant Indicator has to be set to 'Yes' to add Outgrants. The Outgrant Acres field is displayed for land properties only and the Outgrant Sqft field is displayed for buildings, trailer and OSF. A sample of the Outgrant window is provided below.

The screenshot shows a web application window titled "Outgrant". At the top, there is a header bar with the title. Below the header, there is a section for "Agreement Number:" with a text input field containing "1100" and a button labeled "Add New Outgrant". The main body of the window contains several labeled input fields and dropdown menus:

- Agreement Number: 1100
- Outgrant Type: [dropdown menu]
- Effective Date: [text input field]
- Expiration Date: [text input field]
- Renewal Options: [dropdown menu]
- Cancel Rights - Grantor: [dropdown menu]
- Cancel Rights - Grantee: [dropdown menu]
- Grantee Name: [text input field]
- DOE Receipts: [text input field]
- Receipt Type: [dropdown menu]
- Outgrant Sqft: [text input field]

## Photo Library

If you designate a property as a building the Photo Library window is available. The Photo Library allows two photos of the building to be uploaded to the FIMS database. A sample of the Photo Library window is provided below.

The screenshot displays the 'Photo Library' window, which is divided into two sections for 'Photo 1' and 'Photo 2'. Each section contains a placeholder image box with a red 'X' icon, a 'View Image' link, and a row of buttons: '+ Browse', 'Upload', and 'Cancel'. To the right of each image box are input fields for 'Title' and 'Description', followed by a 'Save' button. The window has a blue header bar with the title 'Photo Library'.

## Property Detail

All property types (buildings, land, other structures and facilities (OSF) and trailers) with the exception of Institutional Control land have the Property Detail window available. A sample of the Property Detail window is provided below.

The screenshot shows the 'Property Detail' window with a blue header bar. It contains several input fields: 'Status' (a dropdown menu set to 'Operating'), 'Status Date' (a text box with '11/27/2007' and a 'Clear Date' link), 'Using Organization' (a dropdown menu set to 'Department of Energy'), 'Analytical Bldg Block' (a text box), and 'Assigned Contractor' (a text box). The window has a light blue background and a thin border.

## Property Info

All property types (buildings, land, other structures and facilities (OSF) and trailer) have the Property Info window. Based on both the property type and the ownership designation, certain fields on the Property Info are optional or disabled. A sample of the Property Info window is provided below.

Property Info	
Property ID:	IF-605
Property Name:	Energy Storage Technology Laboratory
Alternate Name:	F&SS 950039
Real Property Unique ID:	96657
HQ Program Office:	Nuclear Energy (Contact FIMS Support to update)
Area:	Idaho Falls Facilities
Usage Code:	731 Electrical/Electronics Laboratory
Initial Acquisition:	\$315,853.00 Capitalized: Yes Estimate: Yes
Hazard Category 1:	04 Radiological Facility
Hazard Category 2:	
Hazard Category 3:	
Historic Designation:	Not Evaluated
Outgrant Indicator:	No
Asset Type:	501 Buildings
Reporting Source:	IDA Battelle Energy Alliance (BEA)
Security:	<input type="checkbox"/>

## RPV

If you designate a building property as a DOE owned, DOE leased or Contractor Leased building, the RPV window is available. A sample of the RPV window is provided below.

RPV	
RPV - HQ:	\$184,329,301.54 Calculate RPV
RPV Model (Unit Cost):	Labs-Chemistry (50/50) (\$287.68)
Site Factor:	1.568
Geographic Factor:	1.145
<p>The site factor is a single number that is applied to the product of the model unit cost, RS Means geographic factor, and gross square footage. It is calculated from other multipliers or add-on percentages such as Architect and Engineering fees, project management fees, site requirements, general requirements, contingency and escalation factors. The FIMS default value is generic and is based on site condition assessment staff feedback.</p>	
<p>FIMS Administrators should contact their site project estimators or engineering staffs for a site specific site factor to calculate the RPV.</p>	

## Sustainability

If you designate a building or trailer property as DOE Owned, DOE Leased, or Contractor Leased, the Sustainability window is available. A sample of the Sustainability window is provided below.

Sustainability

Compliance Approach:

(Select a Compliance Approach)

Assessment Year:

(Enter the Fiscal Year the building was Assessed)

Planned Compliance Year:

9999

(Enter the Planned Fiscal Year the building would comply with the Guiding Principles directly or through LEED Certification equivalence)

For LEED Certification Only -

USGBC Project ID:

Certification Level Received:

Guiding Principle Percentage:

## Trailer Info

If you designate a property as a trailer, the Trailer Info window is available. Based on the ownership designation, certain fields on the Trailer Info are optional or disabled. A sample of the Trailer Info is provided below.

Trailer Info

RPV - Contractor:

\$680,585.00

Calculate RPV

Site Factor:

2.127

Geographic Factor:

1.137

Utilization:

0

%

Seismic Essential:

P1 - Perform. Cat. 1

Seismic Exemption:

E5 Post-Benchmark

Occupancy

Total No of Federal Employees:

0

Total No of Contractor Employees:

0

Total No of Other Personnel:

0

Total No of Occupants:

0

## Utilization

If you designate a property as a trailer or building, the Utilization window is available. A sample of the Utilization window is provided below.

**Utilization**

Gross SF:   
Usable Sqft:

% Utilized

Utilization Level

Asset:

Space Type:

Utilization Notes:

Space Types	Space Type Usable SF	Space Type Utilization %	Space Type Utilized SF	Space Alternatively Used
High Bay	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="checkbox"/>
Ventilation Intensive	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="checkbox"/>
Power Intensive	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="checkbox"/>
General - Wet	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="checkbox"/>
General - Dry	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="checkbox"/>
Office	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="checkbox"/>
Storage	<input type="text" value="2,222"/>	<input type="text" value="100"/>	2,222	<input type="checkbox"/>
<b>TOTAL</b>	2,222		2,222	



Provided below are some special considerations that you should keep in mind during the entry process.

## **Special Considerations**

---

- |   |   |
|---|---|
| ➤ <b>Property ID</b>                        | Must be a unique identifier that is assigned to the property.   |
| ➤ <b>Ownership</b>                          | Data Entry requirements will change based upon the selection for the Ownership.   |
| ➤ <b>Summary Condition</b>                  | The system automatically recalculates this field anytime the building Replacement Plant value or Deferred Maintenance fields are updated.   |
| ➤ <b>Outgrant Indicator</b>                 | In order to input data in the Outgrant link, the user must select a value of 'Yes' for this field on the Property Info link. . If Outgrant data has been input and the user changes the Outgrant Indicator 'No', the system will automatically delete all Outgrant records under the Outgrant link. |
| ➤ <b>Institutional Control Land Records</b> | When creating an Institutional Control record, the user must ensure that the acreage on the original land record is reduced so as to not count the acres twice.   |

---

## Building Overview

When establishing a Building, you must designate it as DOE Owned, DOE Leased, Contractor Leased, Contractor License, Permit, GSA Owned, or GSA Leased. This designation determines building data entry requirements. To facilitate data entry, only required categories of Building information are enabled. For example, the Ingrant window is not visible for a Building designated as DOE Owned.

### DOE Owned Building

For Buildings designated as DOE Owned, the following windows of information are enabled:

Property Info	Mission	Cool Roof
Property Detail	Utilization	Outgrant
Location	LOB Condition	Notes
Building Info	Condition	Excess
Dimensions	Sustainability	Disposition – Archive
RPV	Maintenance	Photo Library
Cap Adjust	Maintenance History	

### DOE Leased Building

For Buildings designated as DOE Leased, the following windows of information are enabled:

Property Info	Utilization	Ingrant
Property Detail	LOB Condition	Notes
Location	Condition	Excess
Building Info	Sustainability	Disposition – Archive
Dimensions	Maintenance	Photo Library
RPV	Maintenance History	
Cap Adjust	Cool Roof	
Mission	Outgrant	

## Contractor Leased Building

For Buildings designated as Contractor Leased, the following windows of information are enabled:

Property Info	Utilization	Ingrant
Property Detail	LOB Condition	Notes
Location	Condition	Excess
Building Info	Sustainability	Disposition – Archive
Dimensions	Maintenance	Photo Library
RPV	Maintenance History	
Cap Adjust	Cool Roof	
Mission	Outgrant	

## Contractor License Building

For Buildings designated as Contractor License, the following windows of information are enabled:

Property Info	Mission	Ingrant
Property Detail	Utilization	Notes
Location	LOB Condition	Excess
Building Info	Condition	Disposition – Archive
Dimensions	Maintenance	Photo Library
Cap Adjust	Cool Roof	

## Permit Building

For Buildings designated as Permit, the following windows of information are enabled:

Property Info	Mission	Ingrant
Property Detail	Utilization	Notes
Location	LOB Condition	Excess
Building Info	Condition	Disposition – Archive
Dimensions	Maintenance	Photo Library
Cap Adjust	Cool Roof	

## GSA Owned or GSA Leased Building

For Buildings designated as GSA Owned or GSA Leased, the following windows of information are enabled:

Property Info	Mission	Ingrant
Property Detail	Utilization	Notes
Location	LOB Condition	Disposition – Archive
Building Info	Maintenance	Photo Library
Dimensions	Maintenance History	

---

## Add a Building

To add a new Building, open the Property List by clicking Property then Property List. Your default Field Office, Site, and Area are displayed and the new Building will be created within this location. Use the Field Office, Site and/or Area picklist to navigate to a different Field Office, Site, and/or Area if your security access allows you to add records to other Sites and/or Areas. From the Property List window, click the **Create New Building** button. The New Building window will display and contains the following fields that are required to add a new building:

Property ID	Gross Sqft or Rentable Sqft
Property Name	Year Acquired
Alternate Name (optional)	Year Built
Usage Code	Site Factor
Ownership	RPV Model (Unit Cost)
Initial Acquisition Cost	Building RPV
Status	Contract No
HQ Program Office	Annual Rent
Asset Type	Effective Date
Reporting Source	Expiration Date

Based on the Ownership designation, certain fields on the New Building window may be optional or do not appear. To establish a new Building, enter the requested Building information. Clicking the **Save** button on the New Building window will provide informational messages as to which fields are required to add the new building.

If you wish to cancel out of the New Building process without saving the record to the database, click the **Cancel** button.

After you have finished entering all requested Building information, click the **Save** button to add the record to the database. You will be returned to the Building processing where you can continue to add Building information for the newly added building. After you finish entering information on each of the Building processing windows, click the **Save** button.

---

## OSF Overview

When establishing an OSF, you must designate it as DOE Owned, DOE Leased, Contractor Leased, Contractor Licensed, or Permit. These designations determine OSF data entry requirements. To facilitate data entry, only required categories of OSF information are enabled. For example, the Ingrant window is not visible for an OSF designated as DOE Owned. The following depict the windows available for each type of OSF designation:

### DOE Owned OSF

For OSF designated as DOE Owned, the following windows of information are enabled:

Property Info	Cap Adjust	Outgrant
Property Detail	Mission	Notes
Location	LOB Condition	Excess
OSF Info	Maintenance	Disposition – Archive
Dimensions	Maintenance History	

### DOE Leased OSF

For OSF designated as DOE Leased, the following windows of information are enabled:

Property Info	Mission	Notes
Property Detail	LOB Condition	Excess
Location	Maintenance	Disposition – Archive
OSF Info	Maintenance History	
Dimensions	Outgrant	
Cap Adjust	Ingrant	

### Contractor Leased OSF

For OSF designated as Contractor Leased, the following windows of information are enabled:

Property Info	Cap Adjust	Ingrant
Property Detail	Mission	Notes
Location	LOB Condition	Excess
OSF Info	Maintenance	Disposition – Archive
Dimensions	Maintenance History	

Cap Adjust	Outgrant	
------------	----------	--

## Contractor License OSF

For OSF designated as Contractor License, the following windows of information are enabled:

Property Info	Cap Adjust	Notes
Property Detail	Mission	Excess
Location	LOB Condition	Disposition – Archive
OSF Info	Maintenance	
Dimensions	Ingrant	

## Permit OSF

For OSF designated as Permit, the following windows of information are enabled:

Property Info	Dimensions	Ingrant
Property Detail	Cap Adjust	Notes
Location	Mission	Excess
OSF Info	Maintenance	Disposition – Archive
LOB Condition	Maintenance History	

---

## Add a OSF

To add a new OSF, open the Property List by clicking Property then Property List. Your default Field Office, Site, and Area are displayed and the new OSF will be created within this location. Use the Field Office, Site and/or Area picklist to navigate to a different Field Office, Site, and/or Area if your security access allows you to add records to other Sites and/or Areas. From the Property List window, click the **Create New OSF** button. The New OSF window will display and contains the following fields that are required to add a new OSF:

Property ID	Asset Type
Property Name	Reporting Source
Alternate Name (optional)	Year Acquired
Usage Code	Contract No
Ownership	Annual Rent
Initial Acquisition Cost	Effective Date
Status	Expiration Date
HQ Program Office	

Based on the Ownership designation, certain fields on the New OSF window may be optional or do not appear. To establish a new OSF, enter the requested OSF information. Clicking the **Save** button on the New OSF window will provide informational messages as to which fields are required to add the new OSF.

If you wish to cancel out of the New OSF process without saving the record to the database, click the **Cancel** button.

After you have finished entering all requested OSF information, click the **Save** button to add the record to the database. You will be returned to the OSF processing where you can continue to add OSF information for the newly added OSF. After you finish entering information on each of the OSF processing windows, click the **Save** button.



---

## Land Overview

When establishing a Land record, you must designate it as DOE Owned, DOE Leased, Contractor Leased, License, Easement, Long Term Interest, Permit, Other, Institutional Control, or Withdrawn from Public Domain. This designation determines land data entry requirements. To facilitate data entry, only required categories of Land information are enabled. For example, the Ingrant window is not visible for Land designated as DOE Owned. The following depicts the windows available for each type of Land designation:

### DOE Owned Land

For Land designated as DOE Owned, the following windows of information are enabled:

Property Info	Cap Adjust	Notes
Property Detail	Mission	Excess
Location	Maintenance	Disposition – Archive
Land Info	Outgrant	

### DOE Leased Land

For Land designated as DOE Leased, the following windows of information are enabled:

Property Info	Mission	Excess
Property Detail	Maintenance	Disposition – Archive
Location	Outgrant	
Land Info	Ingrant	
Cap Adjust	Notes	

### Contractor Leased Land

For Land designated as Contractor Leased, the following windows of information are enabled:

Property Info	Mission	Excess
Property Detail	Maintenance	Disposition – Archive
Location	Outgrant	
Land Info	Ingrant	
Cap Adjust	Notes	

## License Land

For Land designated as License, the following windows of information are enabled:

Property Info	Cap Adjust	Notes
Property Detail	Mission	Excess
Location	Maintenance	Disposition – Archive
Land Info	Ingrant	

## Easement Land

For Land designated as Easement, the following windows of information are enabled:

Property Info	Cap Adjust	Notes
Property Detail	Mission	Excess
Location	Maintenance	Disposition – Archive
Land Info	Ingrant	

## Long Term Interest Land

For Land designated as Long Term Interest, the following windows of information are enabled:

Property Info	Cap Adjust	Notes
Property Detail	Mission	Excess
Location	Maintenance	Disposition – Archive
Land Info	Ingrant	

## Permit Land

For Land designated as Permit, the following windows of information are enabled:

Property Info	Cap Adjust	Notes
Property Detail	Mission	Excess
Location	Maintenance	Disposition – Archive
Land Info	Ingrant	

## Other Land

For Land designated as Other, the following windows of information are enabled:

Property Info	Cap Adjust	Notes
Property Detail	Mission	Excess
Location	Maintenance	Disposition – Archive
Land Info	Ingrant	

## Institutional Control Land

For Land designated as Institutional Control, the following windows of information are enabled:

Property Info	Mission	Excess
Land Info	Maintenance	Disposition – Archive
Cap Adjust	Notes	

## Withdrawn Land

For Land designated as Withdrawn from Public Domain, the following windows of information are enabled:

Property Info	Cap Adjust	Notes
Property Detail	Mission	Excess
Location	Maintenance	Disposition - Archive
Land Info	Outgrant	

---

## Adding Land

To add a new Land record, open the Property List by clicking Property then Property List. Your default Field Office, Site, and Area are displayed and the new land record will be created within this location. Use the Field Office, Site and/or Area picklist to navigate to a different Field Office, Site, and/or Area if your security access allows you to add records to other Sites and/or Areas. From the Property List window, click the **Create New Land** button. The New Land window will display and contains the following fields that are required to add new land:

Property ID	Reporting Source
Property Name	Year Acquired
Alternate Name (optional)	Acreage
Usage Code	Contract No
Ownership	Annual Rent
Initial Acquisition Cost	Effective Date
Status	Expiration Date
HQ Program Office	
Asset Type	

Based on the Ownership designation, certain fields on the New Land window may be optional or do not appear. To establish new Land, enter the requested Land information. Clicking the **Save** button on the New Land window will provide informational messages as to which fields are required to add the new Land.

If you wish to cancel out of the New Land process without saving the record to the database, click the **Cancel** button.

After you have finished entering all requested Land information, click the **Save** button to add the record to the database. You will be returned to the Land processing where you can continue to add Land information for the newly added Land. After you finish entering information on each of the Land processing windows, click the **Save** button.

---

## Trailer Overview

When establishing a Trailer, you must designate it as DOE Owned, DOE Leased, Contractor Leased, or Contractor Licensed. To facilitate data entry, only required categories of Trailer information are enabled. For example, the Ingrant window is not visible for a Trailer designated as DOE Owned. The following depict the windows available for each type of trailer designation:

### DOE Owned Trailer

For a Trailer designated as DOE Owned, the following windows of information are enabled:

Property Info	Mission	Maintenance History
Property Detail	Utilization	Cool Roof
Location	LOB Condition	Outgrant
Trailer Info	Condition	Notes
Dimensions	Sustainability	Excess
Cap Adjust	Maintenance	Disposition – Archive

### DOE Leased Trailer

For a Trailer designated as DOE Leased, the following windows of information are enabled:

Property Info	Utilization	Outgrant
Property Detail	LOB Condition	Ingrant
Location	Condition	Notes
Trailer Info	Sustainability	Excess
Dimensions	Maintenance	Disposition - Archive
Cap Adjust	Maintenance History	
Mission	Cool Roof	

## Contractor Leased Trailer

For a Trailer designated as Contractor Leased, the following windows of information are enabled:

Property Info	Utilization	Outgrant
Property Detail	LOB Condition	Ingrant
Location	Condition	Notes
Trailer Info	Sustainability	Excess
Dimensions	Maintenance	Disposition - Archive
Cap Adjust	Maintenance History	
Mission	Cool Roof	

## Contractor License Trailer

For a Trailer designated as Contractor License, the following windows of information are enabled:

Property Info	Mission	Notes
Property Detail	Utilization	Excess
Location	LOB Condition	Disposition - Archive
Trailer Info	Maintenance	
Dimensions	Condition	
Cap Adjust	Ingrant	

---

## Adding a Trailer

To add a new Trailer, open the Property List by clicking [Property](#) then [Property List](#). Your default Field Office, Site, and Area are displayed and the new Trailer will be created within this location. Use the Field Office, Site and/or Area picklist to navigate to a different Field Office, Site, and/or Area if your security access allows you to add records to other Sites and/or Areas. From the Property List window, click the **Create New Trailer** button. The New Trailer window will display and contains the following fields that are required to add a new trailer:

Property ID	Reporting Source
Property Name	Gross Sqft or Rentable Sqft
Alternate Name (optional)	Year Acquired
Usage Code	Year Built
Ownership	Contract No

Initial Acquisition Cost	Annual Rent
Status	Effective Date
HQ Program Office	Expiration Date
Asset Type	

Based on the Ownership designation, certain fields on the New Trailer window may be optional or do not appear. To establish a new Trailer, enter the requested Trailer information. Clicking the **Save** button on the New Trailer window will provide informational messages as to which fields are required to add the new trailer.

If you wish to cancel out of the New Trailer process without saving the record to the database, click the **Cancel** button.

After you have finished entering all requested Trailer information, click the **Save** button to add the record to the database. You will be returned to the Trailer processing where you can continue to add Trailer information for the newly added trailer. After you finish entering information on each of the Trailer processing windows, click the **Save** button.

---

## Updating an Asset

To modify an asset, open the Property List by clicking Property then Property List. Your default Field Office, Site, and Area are displayed. Use the Field Office, Site and/or Area picklists to navigate to a different Field Office, Site, and/or Area, if necessary. From the Property List, click the **Prop ID** of the asset you wish to update. Information displayed on the various windows may be modified. After you finish modifying information on each of the windows, click the **Save** button

---

## Deleting an Asset

Assets cannot be deleted from FIMS. If there are records that need to be removed from FIMS that are not associated with the disposition of a real property asset, they can be archived using the Administrative Correction disposition method. Reference Chapter 6, Archiving Properties, for more information.

---

## Photo Library

For buildings, you will have the capability to upload 2 building images for each of your building records. FIMS supports jpg, gif and png image format. The file sizes should be no larger than 10MB. There will be safeguards in place to prevent users from uploading excessively large files. The process for performing the photo upload is provided below.

1. Click on the **Photo Library** link.
2. If there are already images uploaded, you will see a thumbnail image, title and description for each previously uploaded image. Click on the **View Image** link for a larger image of the photo.
3. Locate an image by clicking the **Browse** button. Locate your image and click it to select it, then click the **Open** button.
4. To upload the selected image, click on the **Upload** button. A thumbnail image will appear.
5. Input the **Title and Description** for the image. Click on the **Save** button.
6. You can now click on the **View Image** link for a larger image of the photo.

The screenshot displays the 'Photo Library' interface. It features two identical sections for uploading photos, labeled 'Photo 1' and 'Photo 2'. Each section contains a placeholder image with a red 'X' icon, a 'View Image' link, and three buttons: '+ Browse', 'Upload', and 'Cancel'. To the right of the image placeholder are input fields for 'Title' and 'Description'. Below the 'Description' field is a 'Save' button. The interface is designed with a light blue header and a light gray background.



## Exercise 2: Adding a New Building Record

Please remember that your data is being validated and you may receive data validation messages.

1. Click on **Property** and select **Property List**.
2. Return to your default location which is the HQ2 site under Headquarters.
3. While at the Property List window, click on the **Create New Building** command button.
4. From the New Building window, type in the following data to establish the new record in the database.

Property Information			
<b>Property ID</b>	[make up your own]	<b>Initial Acquisition</b>	\$2,345,900
<b>Property Name</b>	Comp Lab 3	<b>Status</b>	Operating
<b>Alternate Name</b>	CL III	<b>HQ Program Ofc</b>	MA
<b>Usage</b>	702 Computation Lab 3	<b>Asset Type</b>	501 Buildings
<b>Ownership</b>	DOE Owned	<b>Reporting Source</b>	CH9 Chicago Ops Ofc
Building Detail			
<b>Gross Sqft</b>	15,500	<b>Year Built</b>	2000
<b>Year Acquired</b>	2011	<b>RPV</b>	\$3,150,000

5. Once the record has been established in the database, continue to populate the data fields in the table below.

Property Information			
Hazard Category 1	10 Not Applicable	Historic Designation	Not Evaluated
Property Detail			
Status Date	02/01/2015	Using Organization	Department of Energy
Location			
Location State	NV	Location Zip Code	89701-1224
Location City	Carson City	Location Cong District	2
Location County	Carson City	Main Location	2000 E 95th Street
Building Info			
Land Ownership	Owned by DOE		
Total No of Fed Empl	35	Total No of Contractor Empl	10
Total No of Other Pers	0	Total No of Occupants	45
Dimensions			
Usable Sqft	14,000	Goal Subject Facilities	15,500
No of Floors	3	Excluded Facilities	0
Meters: Electricity	Metered-Standard	Non-EC Facilities	0
Meters: Gas – Natural	De Minimus Use		
Capital Adjustments			
Capitalized Indicator	Yes	Adjustment Cost	\$55,000

<b>Asset Type</b>	501 Buildings	<b>Description of Cap Adj</b>	Roof Improvements
<b>Adjustment Date</b>	01/15/2015		
<b>Mission</b>			
<b>Mission Unique Facility</b>	Not Mission Unique		
<b>Mission Dependency</b>	Mission Critical	<b>Mission Dep Program</b>	NA10 Science Campaign
<b>Core Capability - Primary</b>	C06 Non-nuclear		
<b>Maintenance</b>			
<b>Repair Needs</b>	\$14,500	<b>Snow Removal Cost</b>	\$1250
<b>Deferred Maintenance</b>	\$12,000	<b>Gas Cost</b>	\$11,235
<b>Inspection Date</b>	01/30/2015	<b>Refuse Cost</b>	\$2,300
<b>Actual Maint Cost</b>	\$10,000	<b>Recycle Cost</b>	\$1,740
<b>Electricity Cost</b>	\$349,000	<b>Janitorial Cost</b>	\$4,000
<b>Water/Sewer Cost</b>	\$19,900	<b>Grounds Cost</b>	\$2400
<b>Central Heating Cost</b>	\$0	<b>Pest Control Cost</b>	\$1225
<b>Central Cooling Cost</b>	\$0	<b>Hours of Operation</b>	120
<b>Cool Roof</b>			
<b>Total Roof Proj Area</b>	15,500	<b>Planned CR Comp Date</b>	2015
<b>Utilization</b>			
<b>Asset % Utilized</b>	97%		

6. What is the Asset Utilization Level for this building?
  
  
  
  
  
  
  
7. What are the components used by FIMS to calculate building RPV values?

## Exercise 3: Property Search

1. Click on **Property** and then select **Property Search**.
2. Select Brookhaven National Laboratory
3. Using the Fuzzy Search capability, search for assets that contain "lab" in the Property Name field. How many assets did you retrieve?
4. Review a record with a Real Property Unique identifier of "124265". What is the current utilization percentage of this asset?

# 6. Archiving Properties

In this section, this manual will review the archive processing as well as define the procedures for photo uploading.

---

## Archiving a Property

FIMS is also used to track real property dispositions. As a result, all records will be retained by FIMS. The archive capability allows Sites to retain all records that reflect the removal of real property assets from the active inventory into an archive section of the FIMS database. In addition, the capability exists to archive records from FIMS that result from administrative data entry errors. Any change to real property records need to be made prior to the archive. Once a record is archived, it cannot be modified by Site personnel.

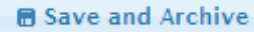
Archiving a property record can be accomplished by using the **Disposition – Archive** link. Records can only be archived once the Disposition Method and Disposition Date have been entered. The Net Proceeds and Recipient will be input based on the Disposition Method you selected.

The table below identifies what should be reported for the Disposition Value.

Disposition Method	Disposition Value to be input
Public Benefit Conveyance (All) Federal Transfer Demolition Other Disposition	Replacement Plant Value (system will default the Disposition Value to the RPV automatically)
Sale (Negotiated and Pubic)	Sales Price
Early Termination/Cancellation Expiration/Cancellation	Government's Cost Avoidance N/A

The requirement to input the Net Proceeds and Recipient data fields will be driven by the Disposition Method you have input.

- Net Proceeds is only reported for assets disposed through Sale (Public or Negotiated) or Lease Termination.
- Recipient is only reported for assets disposed through Federal Transfer.



To initiate the archive of the record, click on the button. The system will ensure that all required data has been entered on the Disposition window and will display a message to confirm that it is your intention to Archive and remove the current record from the active FIMS database. This is your opportunity to cancel the process. Once the archive process is complete, the record will no longer be accessible from the Property List window. Archived information can only be obtained through standard reports and custom queries.

There are times when it will be necessary to remove a record from FIMS that does not reflect the actual disposition of a real property asset. For these instances, a disposition method of 'Admin Correction/No Disposal' may be selected. An example of when this might be used would be if a record were erroneously added in FIMS or you determined there were two records in FIMS that reflected the same real property asset. When using 'Admin Correction/No Disposal' disposition method, please be sure to record an entry in the Notes window detailing why this disposition method is being used.

**Special Note for Land Archiving:** If a portion of a sites land holdings have been sold or transferred to another federal agency, this amount of acreage must be archived. In order to accomplish this, the user must first add a new land record that reflects the acreage that has been sold or transferred. Once this record has been added, it should be subsequently archived. The last step in this process is to modify the original land record and reduce the acreage by the amount previously archived in the prior step.

To gain access to data that has been archived, five standard reports are available to allow you to obtain a hardcopy of the information. The five reports are: #078 Archived Land Report; #079 Archived Building/Trailer Report; #080 Archived OSF Report; #081 DOE Archive Building Summary Report; and #083 DOE Archive Notes Detail Report.

## Example: Archiving a Building Record

1. Click on an asset from the **Property List** window by clicking on the Property ID.
2. Click on the **Disposition - Archive link**. Input the Disposition Method, Disposition Date, and Disposition Value. Input the Net Proceeds and Recipient only if needed. .

It's important to note that all data for the real property record should be updated prior to the archive. Once the record is archived, the data cannot be changed by the user.

3. Click on the **Save and Archive** button.
4. Once you click on the **Save and Archive** button, you will be asked to confirm your intention to archive this property record.
5. Click on **Yes** to indicate your intention to initiate the archive. Once the record is archived, you will be returned to the Property List window.

# 7. Lookup Tables

The Lookup tables contain all of the codes and descriptions that are provided from the pick list data entry fields. Lookup table maintenance is performed by the FIMS System Administrator at Headquarters. All other security levels will have read-only access to the lookup table information.

To access the Lookup Tables, click on **Help** and then **Lookup Code Description**. The following window will be displayed.

Lookup Code Description		
<a href="#">Asset Type</a>	<a href="#">Congressional District</a>	<a href="#">Core Capability</a>
<a href="#">Deficiency Systems</a>	<a href="#">Field Office</a>	<a href="#">Hazard Category</a>
<a href="#">Land Ownership</a>	<a href="#">Mission Dependent Program Office</a>	<a href="#">Model Building</a>
<a href="#">Ownership</a>	<a href="#">Program Office</a>	<a href="#">Reporting Source</a>
<a href="#">Seismic Exempt</a>	<a href="#">Status</a>	<a href="#">Usage Code</a>

To view a particular lookup table, simply click on the table name. A sample of a typical lookup table is provided below.

Facilities Information Management System		
Hazard Category		
Code	Short Description	Long Description
01	Nuc Fac Cat 1	01 Nuclear Facility Category 1
02	Nuc Fac Cat 2	02 Nuclear Facility Category 2
03	Nuc Fac Cat 3	03 Nuclear Facility Category 3
04	Radiologic Fac	04 Radiological Facility
05	Chem Haz Fac	05 Chemical Hazard Facility
06	Nuc 1/Chem	06 Nuclear Category 1 and Chemical Hazard Facility
07	Nuc 2/Chem	07 Nuclear Category 2 and Chemical Hazard Facility
08	Nuc 3/Chem	08 Nuclear Category 3 and Chemical Hazard Facility
09	Radio/Chem	09 Radiological Facility and Chem Hazard Facility
10	Not Applicable	10 Not Applicable

While viewing any of the lookup tables, you can sort the table using any of the columns simply by clicking on the column name. By default, all tables will be sorted by the code. Scroll bars will appear at the right if the table is larger than the current window can display.

Provided below is a list of Lookup Tables and their intended purpose. Detailed descriptions of these tables can be found in the *Lookup Table Descriptions* appendix of the FIMS User's Guide. Due to the size of the Geographic Location tables, they are not included in that section.

Lookup Table	Intended Purpose
<b>Asset Type</b>	Codes identifying the asset type that is assigned by the Standard Accounting and Reporting System (STARS).
<b>Congressional District</b>	Codes indicating the Congressional District of a site.
<b>Core Capability</b>	Codes identifying the core capabilities of real property assets.
<b>Deficiency Systems</b>	Codes identifying inadequate subsystems in a building, OSF, or trailer based on the last condition assessment inspection.
<b>Dimensions</b>	Codes that provide OSF dimension descriptions.
<b>Field Office</b>	Codes identifying the various DOE Field Offices.
<b>Geographic Location City</b>	Codes identifying the geographic City codes.
<b>Geographic Location County</b>	Codes identifying the geographic County codes.
<b>Geographic Location State</b>	Codes identifying the geographic State codes.

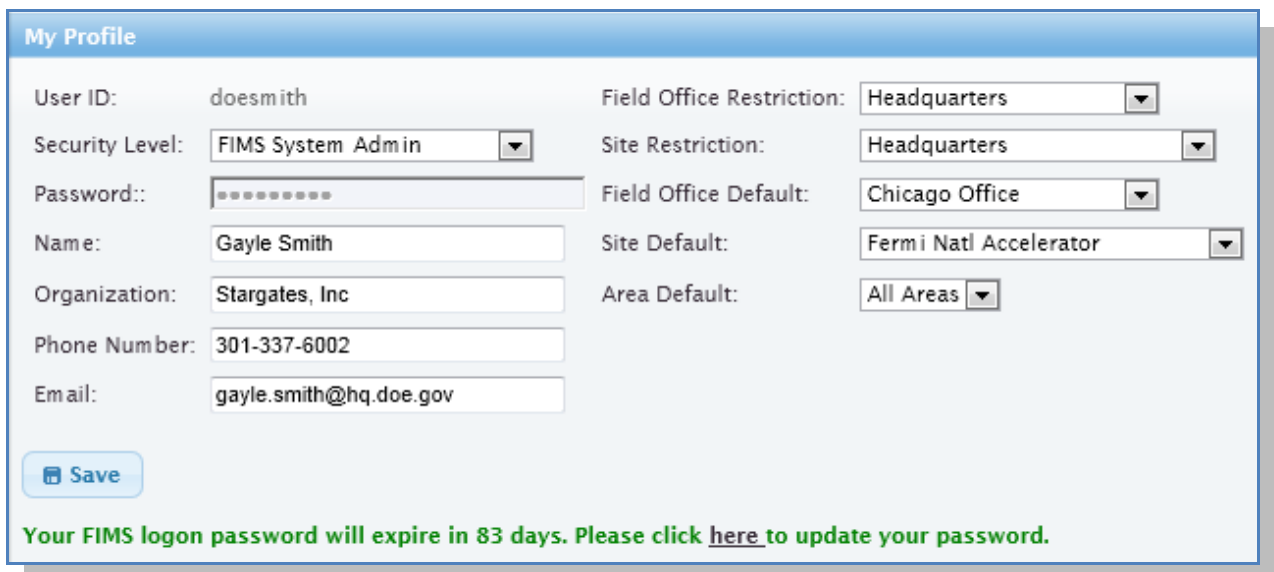


Lookup Table	Intended Purpose
<b>Hazard Category</b>	Codes identifying the hazard categories that describe the hazards associated with a building, OSF, or trailer.
<b>Land Ownership</b>	Codes identifying the type of ownership or means of control of the land on which a DOE building or OSF is constructed.
<b>Model Building</b>	Codes that define the structural type of a building or trailer.
<b>Mission Dependent Program Office</b>	Codes identifying the predominant program office that uses a facility or OSF asset. NNSA use only.
<b>Ownership</b>	Codes identifying the type of ownership DOE has on the real property.
<b>Program Office</b>	Codes identifying the DOE Program Offices.
<b>Reporting Source</b>	Codes identifying the institution or contract group who has financial management responsibility for the real property that is assigned by the Standard Accounting and Reporting System (STARS).
<b>Seismic Exemption</b>	Codes identifying the reasons a building or trailer is exempt from the Seismic EO 12941
<b>Status</b>	Codes indicating the current status of the building, trailer, OSF or land record.
<b>Usage Code</b>	Codes identifying the various current real property usages. Each property type has a set of valid usage codes. In addition, the table also contains units of measure for OSFs. Land usage codes are two digits, building usage codes are three digits, and OSF usage codes are four digits.

# 8. Administration


In this section, this manual will review the options available Administration which include My Profile, access to the Message Board and the User List.

## My Profile



**My Profile**

User ID:	doesmith	Field Office Restriction:	Headquarters
Security Level:	FIMS System Admin	Site Restriction:	Headquarters
Password::	*****	Field Office Default:	Chicago Office
Name:	Gayle Smith	Site Default:	Fermi Natl Accelerator
Organization:	Stargates, Inc	Area Default:	All Areas
Phone Number:	301-337-6002		
Email:	gayle.smith@hq.doe.gov		

 Save

Your FIMS login password will expire in 83 days. Please click [here](#) to update your password.

Under My profile, you can modify your login password, update your phone, and email address. You can also set your default location by selecting a Field Office Default, Site Default, and Area Default. This will be your default location once you begin to open the property windows.

Password rules are as follows:

- Length must be between 8 and 20 characters
- Must contain at least one number
- Must contain a non-numeric in the first and last position
- Must contain a special character in one of the first 7 positions

Passwords should not include your name, social security number, birth date, relative name or any information about yourself that could be easily guessed or readily learned. Passwords must not be shared unless it is an emergency situation.

**Passwords must be changed once every 90 days, otherwise they will expire.** If your password expires or is suspended, contact your Field Office System Administrator for reinstatement. Every time you logon, FIMS will display the number of days remaining before your password will expire. The message text will change to **RED** when your password is within 10 days of expiring. You will also receive an email notification within 15 days of your password expiring and again within 5 days. If your password expires, you will receive one final email informing you that it has expired and who to contact to have it reinstated. If you suspect your password has been compromised, it should be changed immediately.

Information obtained from FIMS is to be used for official DOE business purposes only. In the event you no longer require access to FIMS or leave the employment of DOE or one of its' authorized contractor organizations, you will notify the Field Office System Administrator to terminate your login account.

---

## Message Board

If you are logged into FIMS and wish to review the message board at any time, click on Message Board under the Administration menu. A sample of the Message Board is below.



## User List

Field Office Users, Site Users, and Guest have view only access to all FIMS user records. To browse the FIMS users, click [Administration](#) then [Users](#). The User List window will appear and a sample is provided below.

User List

Field Office: Chicago Office Site: Fermi Natl Accelerator Security Level: All Create New User

User ID	User	Organization	Security Level
<a href="#">choalan</a>	Alan Harris	FSO	Guest
<a href="#">choeric</a>	Eric Sulita	Fermilab	Site User
<a href="#">chogarci</a>	Martha Garcia	Fermilab	Site User
<a href="#">chogary</a>	Gary Lorenz	Fermilab	Site User
<a href="#">choioe</a>	Joe Pygott	Fermilab	Site User
<a href="#">chojolie</a>	Jolie Macier	Fermilab	Site User
<a href="#">chokent</a>	Kent Collins	Fermilab	Site User
<a href="#">chosteve</a>	Steve Webster	Fermilab	Guest

To view a particular user record, click the desired User ID from the User List

**For those who are system administrators and have responsibility for adding, updating or deleting user accounts, you can reference the FIMS User's Guide, Chapter 7 for information on how to perform user account maintenance.**

# 9. FIMS Help

This section will provide information on obtaining assistance with FIMS.

---

## Help Overview

The FIMS application provides a Help feature with links to FIMS User's Guide, FIMS Data Element Dictionary, FIMS Reporting Guide and the FIMS website HQ Guidance page. This help feature opens a popup window with the desired help feature allowing you to view FIMS while browsing the Help.

---

## FIMS Help - User's Guide

To open the PDF version of the FIMS User's Guide while logged on to FIMS, click [Help](#), then [User's Guide](#). The FIMS User's Guide provides end-user assistance with Site, Area and Property processing. It defines the various security logon levels available in FIMS. It discusses FIMS reporting, uploading and archiving as well as definitions for all data fields and the building and OSF usage codes.

---

## FIMS Help - Data Element Dictionary

To open the PDF version of the FIMS Data Element Dictionary while logged on to FIMS, click [Help](#), then [Data Element Dictionary](#). The FIMS Data Element Dictionary, which is Appendix A of the FIMS User's Guide, provides definitions for all the data fields on the FIMS property windows. The data fields are listed by the English Name displayed on the property windows. Reference the *Property Maintenance* chapter of this manual for more information on the property windows.

---

## FIMS Help - Reporting Guide

To open the PDF version of the FIMS Reporting Guide while logged on to FIMS, click [Help](#), then [Reporting Guide](#). The FIMS Reporting Guide provides detailed information on the database tables used by FIMS, provides a list of the FIMS Standard Reports as well as a one page samples of each report. It also provides information on the Ad Hoc report tool and Custom Reports within FIMS.

---

## FIMS Help - HQ Guidance

To open the FIMS informational website to the HQ Guidance page, access this link by clicking [Help](#), then [HQ Guidance](#). The HQ Guidance page provides guidance memorandums issued by DOE Headquarters as well as other informational items and the FIMS Year-End Schedule.

Once the FIMS informational website is open, you may access other pages within the website by using the navigational menu within the website.

---

## FIMS Help - About FIMS

Provides a brief description and the current version number for the FIMS software.

# 10. Exiting FIMS

A blue rectangular button with the word "Logout" in white text, underlined.

If you wish to exit FIMS, simply click on the **Logout** button within FIMS. It is important that you do this to properly close your session. The Logout button appears on the upper right hand corner of any window within FIMS.

It is also important to note that any FIMS session with 30 minutes of inactivity will automatically result in the termination of your session. The system will require that you log back in before proceeding.

# 11. Anticipated Asset Information Module

The FIMS Anticipated Asset Information Module (AAIM) tracks anticipated acquisitions of real property before they reach beneficial occupancy. AAIM processing is required for new DOE Owned, DOE Leased, GSA Owned or GSA Leased buildings or trailers with a predominate usage of office or warehouse. AAIM processing is also required for the expansion of existing assets that are DOE Owned, DOE Leased, GSA Owned or GSA Leased buildings or trailers with a predominate usage of office or warehouse. AAIM processing for buildings or trailers in other usage categories is optional.

The AAIM data is stored completely separate from the FIMS real property data. It is accessible through the AAIM only.

AAIM was developed to meet the Office of Management and Budget (OMB) Management Procedures Memorandum No. 2013-02 that directed federal agencies to triennially produce and annually update a plan related to office and warehouse real property acquisitions and evaluate its performance against that plan annually.

## AAIM Asset List

The AAIM Asset list is available for searching, retrieving and generating a report of existing anticipated assets. To access the AAIM Asset List, click [AAIM](#) then [AAIM Asset List](#). The AAIM Asset List displays the default Field Office, Site and Area setting of the logged on user. The AAIM Asset List window appears as follows.

The screenshot shows the 'AAIM Asset List' window. It features a search interface with the following fields and controls:

- Program Office:** All (dropdown)
- Field Office:** Idaho Operations Office (dropdown)
- Site:** All (dropdown)
- Area:** All Areas (dropdown)
- Property ID:** (text input)
- AAIM Unique ID:** (text input)
- Ownership:** All (dropdown)
- Property Type:** All (dropdown)
- Property Name:** (text input)
- Beneficial Occupancy Year:** (text input)

Below the search fields are four buttons: **Search**, **Run Report**, ☐ **Fuzzy Search**, and **New Anticipated Asset**.

The results are displayed in a table with the following columns: Program Office, Site, Prop ID, Prop Name, Property Type, Ownership, BOD, Real Property Unique ID, and Area Name.

Program Office	Site	Prop ID	Prop Name	Property Type	Ownership	BOD	Real Property Unique ID	Area Name
NE	Idaho National Lab-Scoville	MFC-TR-65	TREAT Office Trailer A	Trailer	DOE Owned	2015	403	Materials and Fuels Complex



## Using the AAIM Asset List to Search


To perform a search using the AAIM Asset List, input values in any of the following fields:




Program Office	Field Office
Site	Area
Property ID	AAIM Unique ID
Ownership	Property Type
Property Name	Beneficial Occupancy Year

☐ Fuzzy Search

The ☐ checkbox can be used to perform a search using a partial character string. For example, type **lab** in the Property Name field to find all anticipated assets that have the characters “lab” within the Property Name.


 Search

Click the  button to retrieve qualifying records.


The columns in the list of retrieved anticipated assets may be sorted by clicking the  ,  will sort in ascending order,  will sort in descending order.

## Using the AAIM Asset List to create a new anticipated asset



To create a new anticipated asset, click the  button on the AAIM Asset List window. The AAIM Asset window will open. See *AAIM Asset* processing below.

## Using the AAIM Asset List to Retrieve and Update

 Search

Use the  feature to retrieve a list of assets.

To update a record, click the **Property ID** of the anticipated asset to be updated. The AAIM Asset window will open displaying the selected record for update. See *AAIM Asset* processing below.

---

## AAIM Window

### AAIM Asset

The AAIM asset window is available for adding as well as updating, transferring and archiving an anticipated asset. To access the AAIM Asset window, click AAIM then AAIM New Asset. The AAIM Asset window opens with the logged on user's default Field Office, Site, and Area. Use the Program Office, Field Office, Site and/or Area picklist to navigate to a different Program Office, Field Office, Site, and/or Area. A sample of the AAIM Asset window is provided below.

AAIM Asset			
Program Office:	<input type="text" value="Power Administrations"/>	HQ Concurrence:	<input type="text" value="Yes"/>
Field Office:	<input type="text" value="Southwestern Power Administration"/>	Site:	<input type="text" value="Jonesboro"/>
Area:	<input type="text" value="Almond"/>	Category:	<input type="text" value="New"/>
Select Property ID:	<input type="text"/>	Existing Asset:	<input type="text"/>
Asset Info			
AAIM Unique ID:	<input type="text" value="439"/>	Ownership:	<input type="text"/>
Property Type:	<input type="text"/>	Project Number:	<input type="text"/>
Property ID:	<input type="text"/>	Property Name:	<input type="text"/>
Attributes			
Usage Code:	<input type="text"/>	Initial Acquisition Cost / Annual Rent:	<input type="text"/>
Beneficial Occupancy Year:	<input type="text"/>	Record Creation Date:	<input type="text" value="09/10/2014"/>
Size			
Gross/Rentable Sqft:	<input type="text"/>	Usable Sqft:	<input type="text"/>
Location			
State:	<input type="text"/>	Zip Code:	<input type="text"/>
City:	<input type="text"/>	Congressional District:	<input type="text"/>

## Adding an Anticipated Asset record for a new asset

To add a new anticipated asset for a new asset that is to be built at your site, open the AAIM Asset window by clicking **AAIM** then **AAIM New Asset**. Or click **AAIM**,

**AAIM Asset List** and then click the **New Anticipated Asset** button.

Your default Field Office, Site, and Area will be displayed along with the default Program Office associated with the displayed Site. The new anticipated record will be created within this location. Use the Program Office, Field Office, Site and/or Area picklist to navigate to a different Program Office, Field Office, Site, and/or Area if your security access allows you to add records to other Sites and/or Areas.


Select **New** from the Category field picklist to designate that this is a new construction asset being added to the AAIM. The remaining fields will become available for input.

Clicking the **Save** button will provide informational messages as to which fields are required to add the new anticipated asset.

After you have finished entering all requested anticipated asset information, click the **Save** button to add the record to the database.

## Adding an Anticipated Asset record for an expansion of an existing asset


To add a new anticipated asset for the expansion of an existing asset at your site, open the AAIM Asset window by clicking **AAIM** then **AAIM New Asset**. Or click


**AAIM**, **AAIM Asset List** and then click the  button.

Your default Field Office, Site, and Area will be displayed along with the default Program Office associated with the displayed Site. The new anticipated record will be created within this location. Use the Program Office, Field Office, Site and/or Area picklist to navigate to a different Program Office, Field Office, Site, and/or Area if your security access allows you to add records to other Sites and/or Areas.

Select **Existing** from the Category field picklist to designate that the new acquisition asset is the expansion of an existing asset. Once **Existing** is selected the Select Property ID field becomes available. Select the **Property ID** of the existing FIMS asset that will be enlarged. Upon selecting a Property ID, the FIMS Real Property Unique ID of the existing asset will be displayed in the Existing Asset field. The following fields will be populated with data from the existing FIMS asset:

Property Type	Ownership
Property ID	Property Name
Usage Code	State
City	Zip Code
County	Congressional District
Main Location	


Clicking the  button will provide informational messages as to which fields are required to add the new anticipated asset.


After you have finished entering all requested anticipated asset information, click the  button to add the record to the database.



## Updating an Anticipated Asset

To modify an anticipated asset, open the AAIM Asset List by clicking **AAIM**, then **AAIM Asset List**. Your default Field Office, Site and Area are displayed. Use the Program Office, Field Office, Site and/or Area picklists to navigate to a different Program Office, Field Office, Site, and/or Area, if necessary. From the AAIM Asset List, click the **Prop ID** of the anticipated asset you wish to update.

The AAIM Asset window will open displaying the selected record for update.

Click the  button after you finish updating to save the information.

Click the  button to return to the AAIM Asset List window.

Click the   buttons to navigate to the **Previous** or **Next** record. Remember, you must use the **Save** button to save changes prior to navigating to another record.

## Exercise 4: AAIM Asset Module


### Adding a new Anticipated Asset for the expansion of an existing asset

1. Click **AAIM** then **AAIM New Asset** from the FIMS menu.
2. Accept the default Program Office, Field Office, Site and Area.
3. Click **Existing Asset** from the Category field picklist.
4. Select the Property ID of the existing asset that is being expanded from the **Select Property ID** list.
5. The Real Property Unique ID for the existing asset will be displayed in the **Existing Asset** field. The following fields will be populated with values from the existing asset.

<b>Property Type</b>	<b>Property ID</b>
<b>Ownership</b>	<b>Property Name</b>
<b>Usage Code</b>	<b>State</b>
<b>City</b>	<b>County</b>
<b>Zip Code</b>	<b>Congressional District</b>
<b>Main Location</b>	


6. Input values for:
  - Project Number** (The number used by PARS II or the site office if PARS II is not used)
  - Beneficial Occupancy Year** (The year the site anticipates taking beneficial occupancy)
  - Initial Acquisition Cost/ Annual Rent** (Estimated final acquisition cost or annual first year rent)
  - Gross/ Rentable Sqft** (Gross Sqft from the most mature planning document)
  - Usable Sqft** (Gross Sqft less common areas)

NOTE: See Appendix H AAIM Data Element Dictionary of the FIMS User's Guide for complete definition for the AAIM fields.

7. Change the **Usage Code** if the expansion of the existing asset will change the predominant usage of the building/trailer based on square footage.
8. Click the  button to add the record.


## Transferring an AAIM Asset to FIMS

An AAIM asset can be transferred to FIMS using the AAIM transfer option when the AAIM asset receives beneficial occupancy.

Click the  button to transfer the AAIM record to FIMS.

The asset will be transferred in one of the following ways:

1. If the Category field of the AAIM record is *New*, a new record will be initiated in FIMS. The AAIM asset values will transfer and prepopulate either the FIMS New Building or New Trailer window respectively

depending on the Property Type. Click the  button and populate the required information to create the new FIMS record. The AAIM record will be archived to the AAIM archive.

2. If the Category field of the AAIM record is *Existing*, the AAIM asset will be merged with the corresponding existing FIMS asset. The following actions will occur for the fields identified.

AAIM Usage Code - will replace the FIMS Usage Code value

AAIM Initial Acquisition Cost/ Annual Rent – will be added to the existing FIMS Initial Acquisition Cost or Annual Rent value


AAIM Gross/Rentable Sqft – will be added to the existing FIMS Gross Sqft or Intgrant Sqft value

AAIM Usable Sqft – will be added to the existing FIMS Usable Sqft value

The Property Info window will open for the existing FIMS record. All related information should be reviewed and updated, such as RPV and Energy Consuming square feet. The AAIM record will be archived to the AAIM archive.

## Demo: Transfer an AAIM asset to FIMS

**Scenario: Transfer the AAIM asset created in the previous exercise to FIMS.**

1. Click **AAIM**, then **AAIM Asset List** from the FIMS menu.
2. Locate the AAIM asset created in the exercise above. Click the Property ID of the AAIM asset to open the AAIM Asset window.
3. Click the  button. Click **Yes** to the Transfer AAIM asset to FIMS message.
4. The Category field of the AAIM asset was *Existing Asset*. The AAIM data will be merged with the corresponding existing FIMS asset. The Property Info window will open for the existing FIMS asset. All related information should be reviewed and updated, such as RPV and Energy Consuming square feet. The AAIM asset will be archived to the AAIM archive.

## Archiving an AAIM record



An AAIM record may be archived by clicking the button. Any changes made to the record will be saved and the record will be archived to the AAIM archive file.

---

## AAIM Asset Report

### Using the AAIM Asset List to Generate a Report

To access the AAIM Asset List, click [AAIM](#) then [AAIM Asset List](#). The AAIM Asset List displays the default Field Office, Site and Area setting of the logged on user.



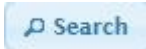

Use the feature to retrieve a list of assets. See the *Using the AAIM Asset List to Search* topic above for details.



Click the button to generate a Microsoft Excel report of the retrieved asset(s). The Excel report contains all the AAIM anticipated asset data fields.

## Demo: Generate a report of the AAIM anticipated assets

### Scenario: Create a report of all the AAIM assets.

5. Click **AAIM**, then **AAIM Asset List** from the FIMS menu.
6. Select **All** from the Field Office picklist. Ensure the Site and Area picklist values are also **All**.
7. Click the  button.
8. Click the  button. Click **Open** to view the report in Microsoft Excel. The report displays all the data collected for the anticipated assets.

# Reporting Tools

## 12. Standard Reports

FIMS has a number of pre-defined standard reports for Buildings, Land, Other Structures and Facilities (OSF), and Trailers. These reports are accessed from within FIMS.

To access the standard reports, click **Reports** then **Standard** from the FIMS menu. The Report List window will appear as shown below.




Report List					
Title	Category	Building	Trailer	OSF	Land
<a href="#">001-Owned Building Complete Information Report</a>	Basic Report	Yes	No	No	No
<a href="#">002-Owned Building Capacity Report</a>	Basic Report	Yes	No	No	No
<a href="#">004-Owned Building Age Report</a>	Basic Report	Yes	No	No	No
<a href="#">005-Sustainability Candidate Report - Building/Trailer</a>	Measures	Yes	Yes	No	No
<a href="#">005a-Sustainability Candidate Report Summary - Building/Trailer</a>	Measures	Yes	Yes	No	No
<a href="#">006-Cool Roof Progress</a>	Measures	Yes	No	No	No
<a href="#">008-Energy Consuming Report - Building/Trailer</a>	Basic Report	Yes	Yes	No	No
<a href="#">012-Owned Buildings and Trailers Report</a>	Basic Report	Yes	Yes	No	No
<a href="#">014-Owned Building Space and Number Report</a>	Basic Report	Yes	No	No	No
<a href="#">015-Owned and Leased Building Space Report</a>	Basic Report	Yes	No	No	No
<a href="#">017-Owned Building Space and RPV by Field Office Report</a>	Basic Report	Yes	No	No	No
<a href="#">019-Leased Building Complete Information Report</a>	Basic Report	Yes	No	No	No
<a href="#">020-Leased Building Information Report</a>	Basic Report	Yes	No	No	No
<a href="#">025-Owned Building/Trailer Deficiencies Report</a>	Basic Report	Yes	Yes	No	No
<a href="#">030-Owned/Withdrawn Land Complete Information Report</a>	Basic Report	No	No	No	Yes
<a href="#">033-Owned Land Site Report</a>	Basic Report	No	No	No	Yes
<a href="#">035-Ingrant Land Complete Information Report</a>	Basic Report	No	No	No	Yes
<a href="#">038-Land Acreage Report</a>	Basic Report	No	No	No	Yes
<a href="#">039-Institutional Control Land Report</a>	Basic Report	No	No	No	Yes
<a href="#">040-Owned OSF Complete Information Report</a>	Basic Report	No	No	Yes	No

The Report List window has filtering capabilities. The filtering can be used individually or in any combination. The following describes the filtering capabilities.

- The **Title** column has a feature where you can type in a key word(s) of the report name, i.e., owned or owned trailer, to filter the list of reports.
- The **Category** column has a picklist of values to choose from to filter the list of displayed reports. The picklist values are defined as follows:

Admin/Audit	Provides FIMS/Stars reconciliation reports, Expired Ingrant, User list, Field Office/Site and RPV Audit reports.
Archive	Reports of archived properties (buildings, land, OSFs, and trailers)
Basic Report	Detail and Summary level reports by specific property types (buildings, land, OSFs, and trailers)
Data Validation	Reports used for the FIMS Data Validation process
Historical Maintenance	Reports that provide past fiscal year deferred, required and actual maintenance costs
Maintenance	Report that provide current deferred, required and actual maintenance costs
Measures	Asset Condition Index (ACI), Asset Utilization Index (AUI), and Sustainability Index reports
TYSP	Templates used for Ten Year Site Plans

- Use the Building, Trailer, OSF and/or Land columns to include/Yes or exclude/No each property type by choosing the appropriate Yes/No value from the picklist for each column.

The columns in the report window may also be sorted by clicking the ,  will sort in ascending order,  will sort in descending order.

To generate a report, select a report from the Report List window by clicking a report title.

The majority of the reports will prompt you for selection criteria. Use the available picklist to specify the criteria you wish to use to generate the report. Note: Reports run for the entire database may be very large; you may wish to check the number of pages before printing.

Reports may be generated in Adobe Acrobat PDF and/or Microsoft Excel formats. The PDF format will provide a formal formatted report output. The Excel format outputs the data used to produce the report into a Microsoft Excel spreadsheet with English name column headings.



Select a Report Format using the buttons on the screen  or

 .

To print a report, from the report preview window click **File, Print** or click the **Office Button, Print**.

To redisplay the Report List, click **Reports** then **Standard** from the FIMS menu.

To exit the FIMS Standard Reports, close any open Adobe pdf or Excel windows and click another link within the FIMS application.

One page samples of all the FIMS Standard Reports may be found in the *FIMS Reporting Guide* available at <http://fimsinfo.doe.gov/documentation.htm>.

## Exercise 5: Generate a FIMS Standard Report to a PDF and Excel format

### Owned Building Capacity Report

1. Click **Reports** then **Standard** from the FIMS menu.
2. Click on report **#002 Owned Building Capacity Report**.
3. Select your Field Office, Site, and Area from the report criteria prompts.
4. Click on **PDF Report** to preview your report.
5. Click **File, Save As** and save a copy of the report to your desktop in PDF format. Change the File Name: to **Rpt002.pdf**.
6. Close the pdf window to go back to the report generation window and rerun the report clicking the **Excel Report** button.

Notice that the PDF version of the report provides rolled up totals by Area. The Excel version however provides the detailed data by Property ID that was rolled up to the Area totals of the PDF report. The Excel version contains English column names which can be referenced in the FIMS Data Dictionary (Appendix A of the FIMS User's Guide).

---

## Exercise 6: Locate and Generate a FIMS OSF Standard Report

### Owned OSF Complete Information Report

1. Click **Reports** then **Standard** from the FIMS menu.
2. Locate the FIMS Standard Reports that are applicable to OSF assets by using the OSF filter column.
3. Click on report **#040 Owned OSF Complete Information Report**.
4. Click the **Program Office** picklist. View the available choices. Ensure **All** is selected.
5. Select your Field Office, Site, and Area from the criteria picklist.
6. Select several properties from the **Property ID** picklist by clicking the first Property ID and then use **Ctrl+Click** to select the additional Property IDs.

The Property ID picklist allows the selection of 'All', one or multiple Property IDs. You may also use **Click** and then **Shift+Click** to select a series of adjacent Property IDs.

7. Click on **PDF Report** to preview your report. The OSF Complete Information report displays one FIMS OSF record per page grouped by data categories.
8. Close the pdf window to go back to the report generation window and rerun the report clicking the **Excel Report** button.
9. Click **Save As** and save the file to the Desktop. Note the file name: ExcelReport.xls. Change the File Name: to **Rpt040.xls**. Click the **Save** button.
10. Open the Rpt040.xls file in Microsoft Excel.

Notice that there is one line for each OSF asset in the Excel format. The Complete Information reports contain 98% of all the data fields tracked for an asset in FIMS. Once in the Excel format this report can be edited to remove columns, filtered to limit the data viewed or customized in many ways to create a user specific report.

If you want to check the Meters data fields for your Owned OSF records prior to your FIMS Site Validation, you could use the Excel format of this report to verify that your data is correct.

Complete Information reports exist for each Property Type (building, OSF, land and trailer).

---

## Exercise 7: Locate the FIMS Standard Reports used for the Data Validation process

### Data Validation Reports

1. Access the FIMS standard reports.
2. Use the Category column picklist to find the **Data Validation** reports.

The 6 available FIMS Standard Reports will be displayed on the Report List window. These are the reports used to extract the FIMS Data Validation forms/data.

---

## Exercise 8: Viewing Archive Data

### Viewing Archived assets in FIMS

Once an asset has been disposed of and archived in FIMS, the asset is no longer available for update through the FIMS data entry windows. The FIMS Standard reports provide a means of viewing the building, trailer, OSF and land assets that have been archived.

1. Access the FIMS standard reports.
2. Use the Category column picklist to find the **Archive** reports.
3. Click on report **#079 Archived Building/Trailer Report**.

4. Select your Program Office, Field Office, Site, and Area, a Property Type and then a specific Property ID. If you can't find any archived assets under your site, choose another Field Office, Site and Area.

The **Shift+Click** feature can be used to select a group of adjacent values and the **Ctrl+Click** feature can be used to select non-adjacent values for any selection criteria displayed in the listboxes. (Area and Property ID).

5. Click on **PDF Report** to preview your report.

View the displayed report. Locate the Date Archived (hint: look in the Property block). This is a FIMS system generated data field that is automatically populated with the date the record was archived (moved from the active FIMS tables to the Archive tables). Notice the Date and the Method in the Disposal Information block. This date is the Disposition Date. It may or may not be the same as the Date Archived. Method is the Disposition Method of the asset.

6. To view the Notes for an Archived assets you will need to generate report #083 DOE Archive Notes Detail Report.

- a. Repeat steps 1 and 2 to locate the Archive reports again.
- b. Click on report **#083 DOE Archive Notes Detail Report**.
- c. Select your Program Office, Field Office, Site, and Area, a Property Type and then a specific Property ID. If you can't find any archived assets under your site, choose another Field Office, Site and Area.
- d. Click on **PDF Report** to preview the Notes report.

# 13. Ad Hoc Reporting Tools

## Ad Hoc Reporting

The FIMS application has the capability to create Ad Hoc reports. Users determine report selection criteria as well as the data columns that will be displayed on the output. These reports are previewed and/or printed in Microsoft Excel. The Excel format can be further refined such as adding subtotals, filtering, resorting or removing columns to meet specific needs.

To access the FIMS Ad Hoc reporting tool:

1. click **Reports** then **Ad Hoc Report** from the FIMS menu

The following window is displayed.

The screenshot shows the 'Ad Hoc Report - Current' window with the following sections:

- Program Office:** A dropdown menu with 'All' selected. Other options include EA, EE, EM, FE, FERC, IN, and LM.
- Field Office:** A dropdown menu with 'All' selected. Other options include Bonneville Power Administration, Carlsbad Field Office, Chicago Office, EM Consolidated Business Center, Federal Energy Regulatory Commission, Golden Field Office, and Headquarters.
- Site:** A dropdown menu with 'All' selected. Other options include AL Complex, Adams Tap Substation, Airport Substation, Akron Hill Communication Site, Akron Substation, Albany Office, and Alcova Switchyard.
- Property Types:** A list of checkboxes with 'Buildings', 'Trailer', 'OSF', and 'Land' all checked.
- Ownership:** A dropdown menu with 'All' selected. Other options include Contractor Leased (C), Contractor License (E), DOE Leased (D), DOE Owned (O), and Easement (A).
- Status:** A dropdown menu with 'All' selected. Other options include Active Land, D&D in Progress, Deactivation, In Situ Closed, and In Situ Closed (LTM).
- Available Display Columns:** A list of columns including ACI, Acreage, Alternate Name, Analytical Bldg Block, Annual Actual Maintenance, Annual Required Maintenance, Anticipated Disposition Method, Area Name, Area Number, Asset Type, and Assigned Contractor.
- Selected Display Columns:** A list of columns including Program Office, Site Name, Property ID, and Property Name.
- Buttons:** 'Run Report', 'Load Report', 'Save Report', and 'Delete Report'.

To create an Ad Hoc report:

1. Begin by choosing either **Current Data** or **Historical Data** using the selections on the left hand side of the window. Current Data provides access to the current active FIMS data. Historical Data provides access to the fiscal year end snapshot data.

If Historical Data is chosen, select a Fiscal Year(s) from the Fiscal Year picklist.

2. Choose selection criteria using the listboxes and check boxes for the following FIMS data fields:

Program Office (Asset level)



Field Office









Site

Property Type

Ownership

Status

- a. Use one of the following methods to select criteria from the listboxes and/or check boxes.
  - i. Select a single value by clicking on the value in the list.
  - ii. Select multiple adjacent values by clicking the first value in the list and then **Shift+Click** the last item in the list you desire to select. This will result in a group of values being highlighted.
  - iii. Select multiple nonadjacent values by clicking the first value and then **Ctrl+Click** individual values to select additional values from the list. This will result in multiple values being highlighted.
  - iv. Select all criteria options available in the list by clicking the value '**All**' at the beginning of the list.
  - v. Click the individual check boxes to toggle them as selected or not selected.
3. Select the data to be displayed on the report.
  - a. Select columns from the 'Available Display Columns' listbox and move them to the 'Selected Display Columns' listbox by using one of the following methods.
    - i. Click a single column and click the  button.
    - ii. Double-click a column in the 'Available Display Columns' list to move it to the 'Selected Display Columns' list.
    - iii. Drag and drop a column by clicking it in the "Available Display Columns" list and while holding the left mouse button drag it to the 'Selected Display Columns' list and release the mouse button.
    - iv. To select multiple columns, click the first column then ctrl+click the remaining columns to select all desired columns in the 'Available Display Columns' list. Use the navigational arrow  to move the group of columns to the 'Selected Display Columns' list.

- v. Use the  button to move all columns from the 'Available Display Columns' to the 'Selected Display Columns' list.
  - vi. Use the  button to move all columns from the 'Selected Display Columns' list to the 'Available Display Columns'.
  - vii. Select column(s) from the 'Selected Display Columns' list and click  button to move them back to the 'Available Display Columns' list.
- b. Columns will appear in the Excel report in the same order as they are in the 'Selected Display Columns' list.
- i. The columns in the 'Selected Display Columns' list may be reordered using the navigational arrows,  Move Up,  Move Top,  Move Down, and  Move Bottom, to the right of the list. Click a column to select it and use the navigational arrows.
4. To generate the report, click on the  button. Large reports may take a few extra seconds to display. You will receive a prompt with the options to **Open** the report or **Save** the report. You must save the Excel file to capture the report.

## Exercise 9: FIMS Ad Hoc Reporting Tool

Ad Hoc – For your upcoming FY2015 FIMS Data Validation determine the FIMS records that will be validated. View the DOE Owned Buildings, Trailers and OSF; the DOE Leased Buildings, Trailers and OSF and GSA Occupancy Agreements; and the DOE Owned, DOE Leased and Withdrawn from Public Domain land records at your site(s).

1. To determine your sample size for your FIMS Data Validation, you will need to know the number of DOE Owned Buildings, Trailers and OSF at your site(s). The Ad Hoc tool provides an easy way to obtain the correct count if you don't know the exact count or you want to verify the count.
2. Click **Reports**, then select **Ad Hoc Report** from the FIMS menu.
3. Select Program Office = **All**, then select your Field Office and Site(s) from the appropriate listboxes.
4. From the Ownership listbox, click **DOE Owned (O)**.
5. From the Property Types check boxes, click **Land** to deselect it. Only Buildings, Trailers and OSF will be included in this Ad Hoc report.
6. The Status picklist should have **All** selected. No additional columns are needed for the report.
7. Click the **Run Report** button. Click **Open** to view your data.
8. Scroll to the bottom of the spreadsheet. How many DOE Owned Buildings, Trailers and OSF assets are at your site(s)? \_\_\_\_\_ *Hint: Just use the line numbers in Excel. Don't forget to exclude the Header row and the total row. This list of assets represents the assets at your site that could be validated. Remember only a random sample of these assets will actually be extracted for the validation.*
9. Close the Excel file.
10. Back on the Ad Hoc Report – Current window, change the Ownership listbox to **DOE Leased (D)**. Then select **GSA Owned (G)** and **GSA Leased (L)** by holding the Ctrl key on the keyboard and then Click each.
11. Click the **Run Report** button. Click **Open** to view your data. How many DOE Leased Buildings, Trailers and OSF and GSA Occupancy Agreement assets are at your site(s)? \_\_\_\_\_ *All DOE leased and GSA Occupancy Agreement assets will be included in your site's data validation for FY2015.*
12. Close the Excel file.
13. Back on the Ad Hoc Report – Current window, change the Ownership listbox by clicking **DOE Leased (D)**, then ctrl+click **DOE Owned (O)** and ctrl+click **Withdrawn Land (W)**. All 3 values should be selected.






14. Change the Property Type check boxes to deselect Buildings, Trailer and OSF and to select Land.
15. Click the **Run Report** button. Click **Open** to view your data. How many land records will be validated? \_\_\_\_\_ Close the Excel file.
16. *For FY2015 Data Validations, all DOE Owned (O), Withdrawn Land (W) and DOE Leased (D) land will be included in the validation data set up to a maximum of 25 records. If more than 25 land records exist for your site, a random pull of 25 land records will be validated.*

## Exercise 10: FIMS Ad Hoc Reporting Tool

ACI – Asset Condition Index – The Department’s corporate performance measure of facility condition. The ACI reflects the outcome of real property maintenance and recapitalization policy, planning and resource decisions. The goal is for the ACI to approach 1. ACI increases and approaches 1 as the condition of the facilities improve at a site. The index is 1 minus the Facility Condition Index (FCI) (i.e. ratio of deferred maintenance to replacement plant value).

### Ad Hoc – Generate a report of Owned Buildings and calculate total ACI

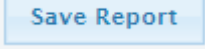
1. Click **Reports** and then select **Ad Hoc Report** from the FIMS menu.
2. Select your Program Office (or All), Field Office and Site from the appropriate listboxes.
3. From the Ownership listbox, click **DOE Owned (O)**.
4. From the Status listbox, select Operating facilities. Click **Operating**. Then scroll to Operational Standby and then Shift+Click **Operational Standby**. This will select Operating, Operating Pending D&D, Operating Under an Outgrant, and Operational Standby.
5. From the Property Types check boxes, click **Land** to deselect it. Only buildings, trailers and OSF will be included in the Ad Hoc report.
6. Scroll through the list of ‘Available Display Columns’ and in addition to the preselected columns select the following columns. The list of ‘Available Display Columns’ is listed in alphabetical order. Remember the order of the ‘Selected Display Columns’ will determine the sort order of the Ad Hoc report.
  - a. Double-click **Annual Actual Maintenance**
  - b. Double-click **Deferred Maintenance**
  - c. Double-click **Gross/Rentable Sqft**
  - d. Double-click **RPV**
  - e. Double-click **Property Type**
  - f. Double-click **ACI**
7. Move **Property Type** so that it will sort after **Site Name**.
8. Click the **Run Report** button. Click **Save As** and save the file to the Desktop. Change the File name: to: **FIMS ACI.xls**
9. Open the Excel file **FIMS ACI.xls**.
10. In Excel add subtotals: To begin, let’s remove the existing ‘Totals’ row at the bottom of the spreadsheet because it will be recreated.
  - a. Press **Ctrl + the down arrow** on the keyboard to scroll to the bottom of the spreadsheet.
  - b. Click the ‘Totals’ row to select it.
  - c. Click the right button on the mouse and click **Delete**.
  - d. Press **Ctrl + Home** on the keyboard to scroll to the top of the spreadsheet.
  - e. Click the **Data** tab (at the top of the screen), then click **Subtotal** from the Outline group.
  - f. From the Subtotals dialog box ensure each of the following are chosen:
    1. “At each change in” - **Property Type**
    2. “Use function” – **Sum**

3. “Add subtotal to” – **Annual Actual Maintenance, Deferred Maintenance, Gross/Rentable Sqft, and RPV** (use the scroll bars and ensure each column has a check mark)
  4. Ensure “Replace current subtotals” and “Summary below data” are checked
  5. Click **OK**
  6. Scroll through the spreadsheet and notice the subtotals by Property Type.
11. Calculate an overall Asset Condition Index (ACI) for the entire site. ACI equals one minus Deferred Maintenance divided by RPV.
- a. Scroll to the bottom of the spreadsheet.
  - b. Click the ACI cell on the “Grand Total” row to replace the existing value. To create the formula,
    1. Type **=1- (**
    2. Click the **Deferred Maintenance** grand total cell
    3. Type **/**
    4. Click the **RPV** grand total cell
    5. Type a close parenthesis **)**
    6. Press the **[Enter]** key to save the formula
  - c. Save the spreadsheet.
12. When you add subtotals to a spreadsheet, Excel outlines the data. Note the outline symbols in the upper left-hand corner of the spreadsheet and on the left-hand side of the spreadsheet. You can create a summary report by clicking the outline symbols , , and  to hide the details and show only the totals. Click the outline symbols to view the different detail and summary views.
13. Save the spreadsheet and close Excel.

---

## Saving an Ad Hoc Report

The FIMS application has the capability to save an Ad Hoc report. By saving the Ad Hoc report you can rerun the same report at a later time. The save features saves the selection criteria not the retrieved data. The steps below outline saving an Ad Hoc report.

1) After creating an Ad Hoc report, click the  button.

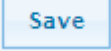
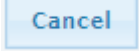
2) To save a new report, click the Create New Report button.

Type a report name in the New Report Title box.

### OR

To resave an existing report, click the Replace Existing Report button.

Select the report from the Existing Report Title picklist.

3) Click  to save the report criteria. Click  to cancel the Save operation.

# Exercise 11: FIMS Ad Hoc Reporting Tool

The Ad Hoc Tool can be used to determine the Site Number(s) and Area Number(s) used for your site. These values are used by the FIMS Upload process to uniquely identify a FIMS record for updating.

## Ad Hoc – Determine the Site Number(s) and Area Number(s) for your Site or Field Office

1. Click **Reports** then select **Ad Hoc Report** from the FIMS menu.
2. Select your Program Office or All Program Offices, then select your Field Office and Site(s) or **All Sites** from the appropriate listboxes.
3. Select the following from the 'Available Display Columns':
  - a. Double-click **Area Number**
  - b. Double-click **Area Name**
  - c. Double-click **Site Number**
4. Using the buttons between the 'Available Display Columns' and the 'Selected Display Columns' remove the following fields from the 'Selected Display Columns'.
  - a. Program Office
  - b. Property ID
  - c. Property Name
5. Using the buttons to the right side of the 'Selected Display Columns', change the display order of the 'Selected Display Columns'
  - a. Move Site Number to the first position
6. Click the **Run Report** button. Click **Open** and view the extracted data.
7. To hide the duplicate rows, click the **Data** tab and then click **Remove Duplicates** from the Data Tools group. Click **OK** and accept the defaults on the Remove Duplicates dialog box. Click **OK** to the rows being removed message.

## Exercise 12: FIMS Ad Hoc Reporting Tool

A recent enhancement to FIMS enabled new data fields for the GSA Occupancy Agreements. These new fields can be extracted using the Ad Hoc reporting tool.



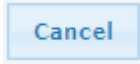

### Ad Hoc – Extract GSA Occupancy Agreements

1. Click **Reports** then select **Ad Hoc Report** from the FIMS menu.
2. Select **All** Program Offices, **All** Field Office and **All** Site(s) from the appropriate listboxes.
3. From the Property Types check boxes, click **Trailer**, **OSF** and **Land** to deselect them. Only buildings will be included in the Ad Hoc report.
4. From the Ownership listbox, click **GSA Leased (L)**, then Ctrl+Click **GSA Owned (G)**.
5. From the Status listbox, accept the default of **All**.
6. Scroll through the list of 'Available Display Columns' and in addition to the preselected column select the following columns. The list of 'Available Display Columns' is listed in alphabetical order. The order of the 'Selected Display Columns' will determine the sort order of the Ad Hoc report
  - i. Double-click **Real Property Unique ID**
  - ii. Double-click **Alternate Name**
  - iii. Double-click **Usage Code**
  - iv. Double-click **Ownership**
  - v. Double-click **Gross/Rentable Sqft**
  - vi. Double-click **Usable Sqft**
  - vii. Double-click **Ingrant–Annual Rent**
  - viii. Double-click **Ingrant–Effective Date**
  - ix. Double-click **Ingrant–Expiration Date**
  - x. Double-click **Main Location**
  - xi. Double-click **Location City**
  - xii. Double-click **Location State**
  - xiii. Double-click **Location County**
  - xiv. Double-click **Location Zip Code**
  - xv. Double-click **Location Congressional Dist**
  - xvi. Double-click **Using Organization**
7. Click the **Run Report** button. Click **Save** and save the file to the Desktop. Change the file name to: **FIMSGSAassets.xls**
8. Open the Excel file **FIMSGSAassets.xls** from your Desktop and view the data you retrieved. This extract represents all the GSA Occupancy Agreements entered into by DOE.

---

## Loading a Saved Ad Hoc Report


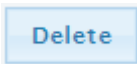
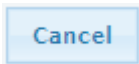
To rerun a saved Ad Hoc report, use the Load Report feature. The following steps outline the procedures for loading the saved Ad Hoc report criteria and running the report.

- 1) Click the  button.
- 2) Select a report from the Report Title picklist.
- 3) Click  to load the saved report criteria. Click  to cancel the Load operation.
- 4) To run the Ad Hoc report, click the  button.

---

## Deleting a Saved Ad Hoc Report

Saved Ad Hoc report may be removed from FIMS by deleting them. To delete a previously saved Ad Hoc report follow the steps below.

- 1) Click the  button.
- 2) Select a report from the Report Title picklist.
- 3) Click  to delete the saved Ad Hoc Report. Click  to cancel the Delete operation.

---

## FIMS Ad Hoc – Historical Data

The Ad Hoc – Historical data provides access to FIMS data from past fiscal years. Currently FY2007 through FY2014 data is available. This data is from the fiscal year end database snapshots that are taken during the headquarters year end processing. The snapshots are generally taken around the middle of November.

Selecting multiple fiscal years of historical data will cause multiple rows to be displayed on your report output for a single asset. For example, if you select RPV for all fiscal years, you should expect to see Property A with an RPV for FY2007, Property A listed a second time with an RPV for FY2008, Property A listed a third time with an RPV for FY2009, Property A listed a fourth time with an RPV for FY2010, Property A listed a fifth time with an RPV for FY2011, Property A listed a sixth time with an RPV for FY2012, and Property A listed a seventh time with an RPV for FY2013.



## Exercise 13: FIMS Ad Hoc – Historical Reporting Tool


Ad Hoc–Historical – Create a report of FY2014 Operating Costs for the Buildings at your site.

1. Click **Reports** and then select **Ad Hoc Report** from the FIMS menu.
2. Click the **Historical Data** selection on the left hand side of the window.
3. Ensure the Fiscal Year = **2014**.
4. Select your Program Office, Field Office and Site(s) from the appropriate listboxes.
5. From the Ownership listbox, click **DOE Owned (O)**.
6. Select the **Annual Actual Maintenance**, the 11 **Operating Cost** data columns and the **Op Costs – Total** from the “Available Display Columns” listbox and move them to the “Selected Display Columns” listbox. Hint: The Operating cost data columns are all prefixed with ‘Op Costs’.
7. Click the **Run Report** button. Click **Save** and save the file to the Desktop. Change file name: **FIMS FY2014 Operating Costs.xls**
8. Open the Excel file **FIMS FY2014 Operating Costs.xls** to view your report and make any needed formatting changes using Print Preview and Setup.  
  
Notice that Totals are provided at the bottom of the spreadsheet for numeric columns.
9. **Save** the spreadsheet and close Excel.
10. To save the Ad Hoc report, click **Save Report**. Ensure the Create New Report button is selected. In the New Report Title field, type **FY14 Operating Costs for Buildings**. Click **Save**.

## Exercise 14: FIMS Ad Hoc – Historical Reporting Tool

Ad Hoc–Historical – For your Ten Year Site Plan (TYSP) preparation determine the total DOE owned building GSF and RPV, the total DOE owned trailer GSF and RPV and the total DOE owned OSF RPV for the past fiscal year

1. Click **Reports** and then select **Ad Hoc Report** from the FIMS menu.
2. Click the **Historical Data** selection on the left hand side of the window.
3. Ensure the Fiscal Year = **2014**.
4. Select your Program Office, Field Office and Site(s) from the appropriate listboxes.
5. From the Property Types check boxes, click **Land** to deselect it. Only buildings, trailers and OSF will be included in this Ad Hoc historical report.
6. From the Ownership listbox, click **DOE Owned (O)**.
7. In addition to the preselected columns select the following columns. The list of 'Available Display Columns' is listed in alphabetical order. The order of the 'Selected Display Columns' will determine the sort order of the Ad Hoc report.
  - a. Double-click **Property Type**
  - b. Double-click **Gross/Rentable Sqft**
  - c. Double-click **RPV**
8. Click the **Run Report** button. Click **Save** and save the file to the Desktop. Change file name: **FIMS FY2014 TYSP Data.xls**
9. Open the Excel file **FIMS FY2014 TYSP Data.xls** to view your report.
10. Use subtotals to get the total GSF and RPV by Property Type. But first sort the Property Type column in Ascending order.
  - a. Click the column heading **Property Type**. On the tool bar click **Sort & Filter**, then click **Sort A to Z**.
  - b. To add subtotals, first remove the existing "Totals" row at the bottom of the spreadsheet because it will be recreated.
    1. Press **Ctrl + the down arrow** on the keyboard to scroll to the bottom of the spreadsheet.
    2. Click the 'Totals' row to select it.
    3. Click the right button on the mouse and click **Delete**.
    4. Press **Ctrl + Home** on the keyboard to scroll to the top of the spreadsheet.
  - c. Click the **Data** tab, then click **Subtotal** from the Outline group.
  - d. From the Subtotals dialog box ensure each of the following are chosen:
    1. "At each change in" - **Property Type**
    2. "Use function" – **Sum**
    3. "Add subtotal to" – **Gross/Rentable Sqft** and **RPV** (use the scroll bars and ensure each column has a check mark)
    4. Ensure "Replace current subtotals" and "Summary below data" are checked
    5. Click **OK**

11. When you add subtotals to a spreadsheet, Excel outlines the data. Note the outline symbols in the upper left-hand corner of the spreadsheet and on the left-hand side of the spreadsheet. You can create a summary report by clicking the outline symbols  to hide the details and show only the totals. Click the #2 to view the subtotals needed for your Ten Year Site Plan.
12. **Save** the spreadsheet and close Excel.
13. To save the Ad Hoc report, click **Save Report**. Ensure the Create New Report button is selected. In the New Report Title field, type **FIMS FY2014 TYSP Data**. Click **Save**.

---

## FIMS Ad Hoc – FRPP Data

The Ad Hoc – FRPP Data provides access to FIMS fiscal year end data reported to the Federal Real Property Profile (FRPP). Currently data is available for FY2012, FY2013 and FY2014. The ‘Available Display Columns’ represents the FRPP data fields. The data values represent the required data formats and codes required for FRPP reporting.

Property Type choices consist of Building, OSF and Land. FIMS buildings and trailers are reported to the FRPP as Buildings. Only FIMS DOE Owned and DOE leased assets as well as Withdrawn from Public Domain land are reported to the FRPP.

Assets reported to the FRPP as disposed (removed from DOE’s inventory of real property) can also be extracted from the Ad Hoc – FRPP Data tool. Use the Status criteria picklist to select disposed assets. Please be aware when you are searching the non-disposed assets that you should de-select the Status of disposed from your selection criteria.

The Ad Hoc - FRPP Data tool has a search capability to allow a record to be located by the Real Property Unique Id. Click the **Unique ID Search** button at the bottom of the screen. You will be prompted to input a Real Property Unique ID and then select the FRPP data fields to be extracted.

## Exercise 15: FIMS Ad Hoc – FRPP Reporting Tool

Ad Hoc–FRPP Tool – Extract the Legal Interest and Operating Cost reported in FY2013 to the Federal Real Property Profile for the assets at your site.

1. Click **Reports** and then select **Ad Hoc Report** from the FIMS menu.
2. Click the **FRPP Data** selection on the left hand side of the window.
3. Ensure the Fiscal Year = **2013**.
4. Select your Program Office, Field Office and Site(s) from the appropriate listboxes.
5. From the Property Types check boxes, ensure **Buildings**, **OSF** and **Land** are selected.
6. From the Ownership listbox and the Status listbox, ensure **All** is selected.
7. In addition to the preselected columns select the following columns. The list of 'Available Display Columns' is listed in alphabetical order. The order of the 'Selected Display Columns' will determine the sort order of the Ad Hoc report
  - a) Double-click **Real Property Type**
  - b) Double-click **Legal Interest**
  - c) Double-click **O&M Cost**
  - d) Double-click **Lease Annual Rent**
  - e) Double-click **Lease O&M Cost**
8. Click the **Run Report** button. Click **Save** and save the file to the Desktop. Change file name: **FY2013 FRPP Operating Costs.xls**
9. Open the Excel file **FY2013 FRPP Operating Costs.xls** to view your report and make any needed formatting changes using Print Preview and Setup.

Notice that Totals are provided at the bottom of the spreadsheet for numeric columns. Legal Interest defines Ownership. DOE leased asset operating cost is reflected in the Annual Rent and Lease O&M Cost data fields. DOE Owned assets and Withdrawn from Public Domain land asset operating cost is reflected in the O&M Cost data field.
10. **Save** the spreadsheet and close Excel.
11. To save the Ad Hoc report, click **Save Report**. Ensure the Create New Report button is selected. In the New Report Title field, type **FY2013 FRPP Operating Costs**. Click **Save**.
12. To rerun this report for FY2014 values, just change the Fiscal Year to 2014 and click **Run Report**.

## Exercise 16: FIMS Ad Hoc – FRPP Reporting Tool

### Ad Hoc–FRPP Tool – Extract FRPP reported data using the Unique ID Search.

1. Click **Reports** and then select **Ad Hoc Report** from the FIMS menu.
2. Click the **FRPP Data** selection on the left hand side of the window.
3. Click the **Unique ID Search** button at the bottom of the window.
4. Type **210270** into the Real Property Unique ID search box.
5. Select columns from the 'Available Display Columns' listbox that you want to extract for your report and move them to the 'Selected Display Columns' listbox. Or click the 'Add All' arrow button to select all the columns.
6. Click the **Run Report** button. Click **Save** and save the file to the Desktop. Change file name: **Real Property Unique ID 210270.xls**
7. Open the Excel file **Real Property Unique ID 210270.xls** to view your report. How many records did you retrieve? \_\_\_\_\_ Why? \_\_\_\_\_

# 14. FIMS Population Queries

Another standard feature of FIMS is the Population Queries tool. This tool is located under the Reports menu within FIMS. You will find FIMS Population queries and FRPC population queries. The population queries were developed as a tool to assist users with verifying that their site's data is 100% populated.

The FRPC Population queries address the current FRPC (Federal Real Property Council) reported data fields. The FIMS Population queries address the remaining data fields within FIMS.

The FIMS Population queries and the FRPC Population queries should be used to verify that your site's data is 100% populated for FRPC reporting/fiscal year end processing which usually occurs around the middle of November. Site should also find these population queries usefully in ensuring that their FIMS data is 100% populated prior to their FIMS Validation.

---

## FIMS Population Queries

The FIMS Population queries are accessible within the FIMS application from the FIMS menu item Reports, then Population. Use the available listboxes to choose your selection criteria and then click the **FIMS Population** button to run the queries.

The reports are generated in an Excel spreadsheet format with multiple sheets.

The first sheet, "Summary", reflects a summary of the remaining sheets by specific FIMS data fields. The "100% Populated" column of the first sheet identifies 'YES' if the data fields are fully populated or 'NO' if there is missing data for specific data fields. See sample below.

The remaining sheets in the spreadsheet provide corresponding detail reports. If the "100% Populated" column in the "Summary" sheet identifies 'NO', use the "Report Name" column in the Summary sheet to identify a specific detail sheet, i.e. Report Name = Pop01, look for sheet Pop01.

The detail sheet will identify the FIMS records by Property ID and the data fields that are missing data. Reference the detail sheet sample on the following page and look for blank cells under "Roads – Public Access Miles", "Roads – Public Access Lane Miles", "Roads – Non-Public Access Miles" and "Roads – Non-Public Access Lane Miles".

Detail sheets that have no data and display a message 'No data was found for this report.' indicate that the data fields are 100% populated. The Summary sheet "100% Populated" column should reflect 'YES'.

## Sample “Summary” Sheet of the FIMS Population Report

FIMS Population Report Summary		
Report Name	Report Summary	100% Populated
Pop01	01 POP - B/T/S/L Status, Using Org, Ownership, Outgrant Ind, Mission Dependency	YES
Pop02	02 POP - B/T/S/L Asset Type, Reporting Source, Initial Acquisition, Capitalized Ind, Estimate Ind, Hist Designation	YES
Pop03	03 POP - B/T/S/L Status Date	YES
Pop04	04 POP - Building Usable Sqft, No. of Floors, Year Acquired, Year Built	YES
Pop05	05 POP - Bldg Land Ownership	YES
Pop06	06 POP - Bldg/Tri Def Sys 1	YES
Pop07	07 POP - Bldg/Tri Goal Subject Fac, Excluded Fac, Meters, Sustain Site Number, Model, Util, Total Occ, Site Factor	YES
Pop08	08 POP - Bldg/Tri Exclusion Part, Justification Comment, Excluded Facilities	YES
Pop09	09 POP - Bldg/Tri/OSF Inspection Date	YES
Pop10	10 POP - Bldg/Tri/OSF Hazard Cat	YES
Pop11	11 POP - Bldg/OSF Convention Fac Ind (SC sites only)	YES
Pop12	12 POP - Tri Year Acquired, Year Built	YES
Pop13	13 POP - OSF Public-Non Public Roads	YES
Pop14	14 POP - OSF Safety Inspection Date Bridge	YES
Pop15	15 POP - OSF Land Ownership	YES
Pop16	16 POP - OSF Year Acquired, Def Sys 1	YES
Pop17	17 POP - OSF Goal Subject Fac, Excluded Fac, Meter, Sustain Site Numbers	YES
Pop18	18 POP - Land Year Acq	YES
Pop19	19 POP - Land Acreage	YES
Pop20	20 POP - Capital Adjustments	YES
Pop21	21 POP - Outgrants	YES
Pop22	22 POP - B/T/S/L Ingrant	YES
Pop23	23 POP - Bldg/Tri Cool Roof	YES
Pop24	24 POP - Anticipated Disposition Method	YES

Note: To view detailed report information, click on the Excel sheets at the bottom.

## Sample “Pop12” Detail Sheet of the FIMS Population Report

Site Number - Name	Area Number	Secretarial Office	HQ Program Office	Property ID	Real Property Unique ID	Roads – Public Access Miles	Roads – Public Access Lane Miles	Roads – Non-Public Access Miles	Roads – Non-Public Access Lane Miles	Usage Code
19001 - Office of	012	NNSA	NNSA	STC-OSF-ROAD	210024					1739
19001 - Office of	012	NNSA	NNSA	TF-OSF-ROADTERT	210022					1749

Blank cells represent missing data.



---

## FRPC Population Queries

The FRPC population queries can be accessed from the FIMS menu item Reports, then Population.

Use the available listboxes to choose your selection criteria and then click the **FRPC Population** button to run the queries.

The reports are generated in an Excel spreadsheet format with multiple sheets just like the FIMS Population queries.

The first sheet, “Summary”, reflects a summary of the remaining sheets by specific FIMS data fields. The “100% Populated” column of the first sheet identifies ‘YES’ if the data fields are fully populated or ‘NO’ if there is missing data for specific data fields. See sample below.

The remaining sheets in the spreadsheet provide corresponding detail reports. If the “100% Populated” column in the “Summary” sheet identifies ‘NO’, use the “Report Name” column in the Summary sheet to identify a specific detail sheet, i.e. Report Name = FRPCPop14, look for sheet FRPCPop14 to determine missing Deferred Maintenance values.

The detail sheet will identify the FIMS records by Property ID and the data fields that are missing data.

Detail sheets that have no data and display a message ‘**No data was found for this report.**’ indicate that the data fields are 100% populated. The Summary sheet “100% Populated” column should reflect ‘YES’.

## Sample Summary Sheet of the FRPC Population Report

FRPC Population Report Summary		
Report Name	Report Summary	100% Populated
<a href="#">FRPCPop01</a>	01 FRPC - Historic Designation	YES
<a href="#">FRPCPop02</a>	02 FRPC - Status, Using Org, Outgrant Ind	YES
<a href="#">FRPCPop03</a>	03 FRPC - Building/Trailer GSFT	YES
<a href="#">FRPCPop04</a>	04 FRPC - Repair Needs, RPV	NO
<a href="#">FRPCPop05</a>	05 FRPC - Land Acreage	YES
<a href="#">FRPCPop06</a>	06 FRPC - Site Operating Cost	YES
<a href="#">FRPCPop07</a>	07 FRPC - Location, Congressional District	YES
<a href="#">FRPCPop08</a>	08 FRPC - Hours of Operation	YES
<a href="#">FRPCPop09</a>	09 FRPC - Annual Rent, Lease Auth, Lease Expiration Date	YES
<a href="#">FRPCPop10</a>	10 FRPC - Building/Trailer Asset % Utilized	YES
<a href="#">FRPCPop11_FY14</a>	11 FRPC - Archive Disposition Value	YES
<a href="#">FRPCPop12</a>	12 FRPC - Def Maint	NO
<a href="#">FRPCPop13</a>	13 FRPC - Actual Maintenance	YES
<b>Note:</b> To view detailed report information, click on the Excel sheets at the bottom.		

## Exercise 17: Using the FIMS Population Queries tool

### FIMS Population Queries – Generate the report for your site

1. Click **Reports**, then select **Population** from the FIMS menu.
2. Select your Field Office and Site from the appropriate listboxes.
3. Click the **FIMS Population** button. Click **Save** and save the file to the Desktop. Note the file name: **FIMS Population Report.xls**
4. Open the Excel file **FIMS Population Report.xls** and view the **Summary** page.
  - a. Locate the Meters reports (Note: There are 2 reports one for Bldg/Trl and one for OSF. Look for reports Pop07 and Pop16.) and determine if your site's data is 100% populated.
5. Close the Excel file.

# 15. Formatting a FIMS Upload File

The FIMS Upload process can be used to update multiple records in a single process versus updating each record individually through the FIMS application. The Upload process requires the creation of an Excel template to be populated with site data from an external source.

---

## Uploading Data into FIMS

Data for Building, OSF, Land, and Trailer records may be uploaded via the FIMS Upload process. The upload will update existing FIMS database records. The Outgrant and Capital Adjustment templates will also add a record to the database if the record does not exist. Records cannot be deleted through the Upload process.

The Upload process is initiated from the FIMS application via a link that allows the generation of the Excel template. This link is also used to perform the upload and requests the location of the file to be uploaded. The data being uploaded is subject to the same validation criteria applied by the FIMS application. Data that meets data entry requirements is moved to the FIMS database. Data that fails to meet data entry requirements will generate detailed errors, such as column name is not correct, must be a numeric value, or validation messages.

**It is important that you review and verify your data after the Upload process to ensure that the values were uploaded correctly.**

There are exceptions to the Upload process as follows:

- Site and Area data may not be uploaded.
- New building, land, OSF, or trailer properties cannot be added through the Upload process. They must be added through the FIMS new building, land, OSF or trailer process.
- Property ID is not a field that can be modified through the upload.
- Property Type, Ownership and HQ Program cannot be updated through the Upload process. You must call the FIMS Hotline for assistance.

---

## Creating the Upload Template

The FIMS application will generate a template to be used for the upload. A picklist of available templates is found on the **Generate Template** window.

The upload templates are organized into the 4 categories defined in the table below.

Template:	Use for:
General	Uploading all data fields for buildings, trailers, OSF and land excluding the specific Capital Adjustment, Outgrant and Ingrant data fields (which are found in the corresponding templates)
Capital Adjustment	Uploading/adding capital adjustments to buildings, trailers, OSF and land
Ingrant	Uploading ingrant/leased data to buildings, trailers, OSF and land
Outgrant	Uploading/adding outgrant data to buildings, trailers, OSF and land
Unifomat	Uploading/adding LOB Condition Unifomat data to buildings, OSF, and trailers

To create a template,

1. While logged on to FIMS click **Property**, then **Upload**. Choose a template from the **Select Template** picklist.
2. The list of 'Available Columns' displays the specific FIMS data fields related to the template that is chosen. Use one of the following methods to move data fields from the 'Available Columns' list to the 'Selected Columns' list.
  - Double-click the data field
  - Drag and drop the data field by clicking the data field in the 'Available Columns' list and while holding the left mouse button drag the data field to the 'Selected Columns' list
  - Click the data field and use the navigational arrows between the 'Available Columns' list and the 'Selected Columns' list to move the data field
  - To select multiple data fields, ctrl+click each desired data field in the 'Available Columns' list. Use the navigational arrows between the

‘Available Columns’ list and the ‘Selected Columns’ list to move the group of data fields to the ‘Selected Columns’ list.

3. After selecting all the data fields to be uploaded in your upload file,

**Generate  
Template**

click . At the prompt Save the Excel template file.

The template will contain key identifying data fields that you did not select as you generated the template. These key identifying data fields, such as site number, area number and property ID, allow the upload process to uniquely identify the record in FIMS that you intend to modify.

NOTE: Do not change the column headings generated in the Excel template file. Any changes to the column headings will cause the upload process to fail.

## Exercise 18: Create a FIMS Upload Template

### Use FIMS to create a template to upload Occupant data

1. While logged into FIMS, click **Property** then select **Upload** from the FIMS menu.
2. From the Select Template picklist, select **General**. We will upload this data to all properties in one upload file.
3. The 'Available Columns' are listed in alphabetical order. Scroll and select the following columns.
  - a. Double-click **Total No of Contractor Employees**
  - b. Double-click **Total No of Federal Employees**
  - c. Double-click **Total No of Other Personnel**
  - d. Double-click **Total No of Occupants**
4. Click the **Generate Template** button. Click **Save, Save As** and save the template to your Desktop. Change the File name to **Occupant\_upload.xls**. Click the **Save** button. Click the **Open** button to open the template file.
  - a. Notice that the Site Number, Area Number and Property ID data fields have been added to the template. These are the FIMS data fields that will uniquely identify a record within the database.
5. Minimize this window for now.

---

# Populating the FIMS Upload Template

The Excel template should then be populated with your upload data to complete the creation of the upload file.

Some sites have processes developed that extract the upload data from their in-house databases. This extracted data should be copied and pasted into the FIMS upload template.

Use the guidelines below for formatting your data for the template.

## Data Formatting Guidelines


- Date fields should be formatted as MM/DD/YYYY.
- To remove a value from a data field, place blanks in that cell in your Excel upload template. Do not leave cells blank if you don't intend to remove the data from the FIMS database.
- Numeric data fields should be formatted without dollar signs or commas. Decimal points may be used for numeric values defined as decimals.
- The upload process will recognize upper- and lower- case letters. All desired capitalization should be applied to the data in your upload template file.
- Picklist, radio buttons and check boxes used within FIMS usually store codes in the database. Reference the *FIMS Reporting Guide, Listing of FIMS tables* section to determine the values stored in the database for specific data fields. Use the 'Acceptable Values/Source Table' column of this section for reference. Either actual values or a FIMS Lookup Table is listed. If a FIMS Lookup Table (i.e. fims\_tbl\_lu\_usage\_code) is listed, then the database stored value is the code from the lookup table. Reference *Appendix B - Building Usage Codes, Appendix C – OSF Usage Codes, or Appendix E - Lookup Table Descriptions*, for valid codes. These database values are case sensitive.

The Upload process should not be used to remove a value from a picklist, radio button or check box data field because the database validation rules will prohibit a blank value.



## Exercise 19: Extract Data from FIMS for the Upload Process

Use the Ad Hoc query tool to extract data from FIMS to be updated by your Site Subject Matter Expert for the upload process


1. Click **Reports**, then select **Ad Hoc Report** from the FIMS menu.
2. Select Program Office = **All**, Field Office= **Headquarters** and Sites = **HQ2** from the appropriate listboxes.
3. From the Ownership listbox, click **Contractor Leased (C)**, **DOE Leased (L)**, and **DOE Owned (O)**. Remember to use Ctrl+click to select the 3 items.
4. From the Status listbox, select **All**.
5. From the Property Types check boxes, click **Land and OSF** to deselect them. Occupancy data is only collected in FIMS for buildings and trailers.
6. From the “Selected Display Columns” listbox remove **columns Program Office, Site Name, and Property Name** by clicking each one and then click the  button.
7. Scroll through the list of ‘Available Display Columns’ and select the following columns.
  - a. Double-click **Site Number**
  - b. Double-click **Area Number**
  - c. Double-click **Total No of Contr Employees**
  - d. Double-click **Total No of Federal Employees**
  - e. Double-click **Total No of Other Personnel**
  - f. Double-click **Total No of Occupants**
8. Use the Navigational Arrows on the “Selected Display Columns” to ensure they are order as listed below:
  - a. Site Number
  - b. Area Number
  - c. Property ID
  - d. Total No of Contr Employees
  - e. Total No of Federal Employees
  - f. Total No of Other Personnel
  - g. Total No of Occupants
9. Click the **Run Report** button. Click **Save, Save As** and save the file to the Desktop. Change the file name to: **OccupantDataReview.xls**
10. Send the extracted data to the Subject Matter Expert (SME) to be updated with current data.
11. When the file is returned from the SME, open the file **OccupantDataReview.xls** in Excel.

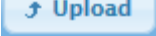
12. Make sure the columns in the OccupantDataReview.xls file are in the same order as the columns in the Occupant\_Upload.xls file.
13. Copy the data from the OccupantDataReview.xls file into the upload template file created in Exercise 18, Occupant\_upload.xls. Only copy the rows of data, not the headings or the total row.
14. Save the file, **Occupant\_upload.xls**.

## Initiating an Upload

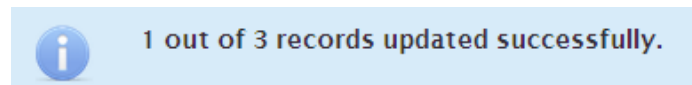
To initiate an upload follow the steps below.

While logged in to FIMS, click **Property, Upload** to open the Generate Template window.


Under the **Upload File** section of this window, click  to locate and **Open** the upload template file that is to be uploaded. The file name will be displayed.

Click the  button to initiate the process. The upload process runs immediately upon clicking the Upload link.

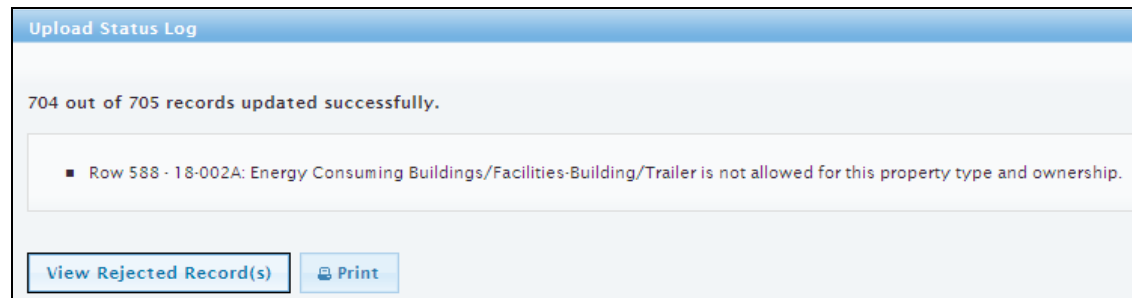
Upon completion of the upload, a message will be displayed with the number of records updated successfully as shown here.



If there were update errors, the View Status Log link becomes available. Click the View Status Log link to see the **Upload Status Log**. The Upload Status Log will identify the rows in the Excel upload template file of any records that did not upload.

To print the Upload Status Log, click .

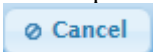
The following is a sample of the update Status Log.



If visible, click the  button to open an Excel file with the rejected (not uploaded) records. Data values in error are highlighted by marking them in **red** text.

The following is a sample of the Rejected Record(s) Excel file.

	A	B	C	D	E	F
1	Site Number	Area Number	Property ID	Cool Roof-Not Economically Feasible	Cool Roof-Photovoltaic Area(GSF)	Cool Roof-Planned Complete Cool Roof Date
2	00999	001	01 bldg	Y	0	2015

If you Browse and retrieve a file for uploading and decide you want to remove it and not upload the data, click the  button.

Remember, it is important that you review and verify your data after the Upload process to ensure that the values were uploaded correctly.

---


## Special Exceptions

The following identifies special exceptions that you need to be aware of when uploading certain data fields to the FIMS database. Certain calculations that occur automatically when entering data through the FIMS data entry windows have to be accounted for manually when uploading data.

**RPV** – The RPV value is not automatically recalculated by the Upload process. If you upload the Gross Sqft, Site Factor, RPV Flag or RPV Model data fields, Headquarters generated RPVs will need to be recalculated. Contact the FIMS Hotline or email the FIMS System Administrators (Headquarters) to request a global RPV recalculation for your site.

**Gross Sqft or Goal Subject Facilities (GSF), Metered Facilities (GSF), and Non-Energy Consuming Facilities (GSF)** - When uploading the Gross Sqft or Energy Consuming data fields, the total of the three Energy Consuming (GSF) data fields must equal the Gross Sqft value of the property.

## Demo: Initiate the FIMS Upload

1. Click **Property**, then select **Upload** from the FIMS menu.
2. Click the **Browse** button and locate the upload template. Click the **Occupant\_upload.xls** file and click **Open**.
3. Click the  button.
4. Verify your uploaded data.

# 16. Data Anomalies

Data accuracy in FIMS is critical. Prior to the year-end reporting, Headquarters goes through an extensive analysis of the database prior to the year-end snapshot. A significant part of this analysis is conducting a series of anomaly checks against the data and initiating a dialogue with Sites when questions arise.

---

## Data Anomaly Checks

Provided in this section are data anomaly checks that each Site should perform on their own data prior to the end of the fiscal year.

Anomaly Check	Action Needed
1. The Estimated Disposition Year cannot contain the value of the current or past fiscal year.	Update the Estimated Disposition Year to reflect a future fiscal year.
2. The Excess Indicator contains a value of 'Yes' and the Status is Operating.	This may not necessarily indicate an error in the data however it does warrant a review to confirm the accuracy of the data. Typically, excess assets would not continue to show a Status of Operating. Update the Status as needed.
3. The Excess Indicator contains a value of 'Yes' and the Mission Dependency is set to 'Mission Critical'.	This may not necessarily indicate an error in the data however it does warrant a review to confirm the accuracy of the data. Typically, a Site would not be initiating the disposal of assets that are Mission Critical. Update the Mission Dependency as needed.
4. Check for blank Inspection Dates or Inspection Dates are greater than 5 years old.	Update Inspection Dates as needed to resolve blank dates. If Inspection Dates are greater than 5 years old, verify if a condition assessment has been done recently and FIMS was not updated to reflect the latest inspection. For OSF's, if PBPI is

<b>Anomaly Check</b>	<b>Action Needed</b>
	equal to 'Yes', it is acceptable to have blank Inspection Dates.
<b>5. The Excess Indicator contains a value of 'Yes' and the Utilization percentage is greater than 0%.</b>	This may not necessarily indicate an error in the data however it does warrant a review to confirm the accuracy of the data. Typically, a Site would not continue to utilize an asset that has been declared excess. Update the Utilization as needed.
<b>6. The Primary Quantity and/or Secondary Quantity (where applicable) contain a blank.</b>	Update the Primary and/or Secondary Quantity fields where this condition exists. These fields must be populated with values greater than zero.
<b>7. Numeric values such as Replacement Plant Value, Deferred Maintenance, and Actual Maintenance that contain low values below \$100.</b>	Update the appropriate numeric field if needed if inaccuracies are discovered.
<b>8. Hours of Operations is greater than zero hours for assets in a shutdown status.</b>	This may not necessarily indicate an error in the data however it does warrant a review to confirm the accuracy of the data. Typically, a shutdown asset would not be in operation and therefore consuming utilities. Update the Hours of Operation as needed.
<b>9. GSA Owned and GSA Leased assets should be updated based on the latest GSA rent bills. Occupancy data for these assets should also be updated.</b>	Obtain the latest rent bill from the GSA Rent on the Web system and update the Annual Rent, Rentable Sqft and Usable Sqft as needed. Occupancy information should also be updated at this time.
<b>10. Dispositions designated as Federal Transfers that do not reflect a transfer to a Federal Agency such as Department of Defense, etc.</b>	Once assets are archived in FIMS, site personnel do not have authority to update archived information. Please contact the FIMS Hotline to initiate corrections to the Disposition Method.
<b>11. Annual Rent on a lease contains a value of \$0.</b>	This may not necessarily indicate an error in the data however it does warrant a review to confirm the accuracy of the data. Typically, a lease would contain an Annual Rent greater than \$0. Update the Annual Rent as needed.
<b>12. Expired leases exist in FIMS for DOE and</b>	Update the lease Expiration Date as needed. If leases have expired or been terminated, they should be immediately

<b>Anomaly Check</b>	<b>Action Needed</b>
<b>Contractor leased assets.</b>	archived with a disposition method of 'Early Termination/Cancellation' or 'Expiration/Cancellation'.
<b>13. The Total Cool Roof Projected Area contains a value that is equal to the Gross Square Feet of an assets where the Number of Floors is greater than one.</b>	Update the Number of Floors or Total Cool Roof Projected Area. It is acceptable that the Total Cool Roof Projected Area be the same as the Gross Square Feet provided the Number of Floors equals one.
<b>14. The Actual Maintenance or Deferred Maintenance of an asset is greater than the Replacement Plant Value.</b>	This may not necessarily indicate an error in the data however it does warrant a review to confirm the accuracy of the data. Typically, it is not expected that the Actual Maintenance or Deferred Maintenance would exceed the Replacement Plant Value. Update the Actual Maintenance, Deferred Maintenance or Replacement Plant Value as needed.
<b>15. The Actual Maintenance is \$0 for operating assets.</b>	This may not necessarily indicate an error in the data however it does warrant a review to confirm the accuracy of the data. Typically, an operating asset would have some Actual Maintenance associated with it. Update the Actual Maintenance or verify the accuracy of the Status.
<b>16. The total site level Operating Cost is less than the asset level Operating Cost.</b>	Update the site level or asset level Operating Cost components as needed. The sum of the Operating Cost at the asset level cannot exceed the site level Operating Cost. The site level Operating Cost must be equal to or greater than the values input at the asset level.
<b>17. The Using Organization contains a value other than 8900 (DOE) when the Outgrant Indicator is set to 'No'.</b>	This may not necessarily indicate an error in the data however it does warrant a review to confirm the accuracy of the data. Typically, if the Using Organization is someone other than DOE, the Outgrant Indicator would be equal to 'Yes'. Update the Outgrant Indicator or Using Organization, as needed.



